

# Governing Board

Tue 19 March 2024, 16:30 - 19:30

Pagefield Centre, PF 121, Wigan



## Attendees

**Present:** Andrea Ferguson (Independent Governor - Acting Chair for the meeting), Kath Causey (Independent Governor), Hayley Mercer (Independent Governor), Susan Snape (Independent Governor), Alison McKenzie-Folan (Independent Governor), Chris Fletcher (Independent Governor), Paul Park (Independent Governor), Rebecca Turley (Staff Governor), Jennifer Connor (Staff Governor), Anna Dawe (Principal), Aston Aldred (Student Governor), Emilie Hoyland (Student Governor)

**In attendance:** Joanne Platt (Director of Governance), Louise Brown (Vice Principal, Corporate Services), Anne-Marie Francis (Vice Principal - Curriculum), Alison Rushton (Vice Principal - Employment & Skills), Steven Scott (Finance Director), Dave Harrison (Vice Principal - Data & Funding), Shirley Collier (External Board Reviewer) as an observer.

The Director of Governance confirmed that the meeting was quorate.

The Chair welcomed Shirley Collier to the meeting.

## Meeting minutes

### 1. Board Development: Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE)

GB-24-03-01

Board members received a presentation on the FREDIE Values as a Board Development Session, attended by Andrea Ferguson, Kath Causey, Susan Snape, Chris Fletcher, Paul Park, Rebecca Turley, Jennifer Connor, Aston Aldred and Emilie Hoyland. Also in attendance were the Vice Principal Curriculum (presenting), the Vice Principal Employment and Skills, the Director of Governance and Shirley Collier (External Board Reviewer).

Board members present at the Board Development Session were then given a brief tour of the new Eco Suite before the start of the Board meeting.

### 2. Apologies for absence

GB-24-03-02

Apologies for absence had been received from Ann Harrison, Susan Spibey, Steven Tomlinson, Jenny Bullen, Caroline Elwood and John Clarke.

It was noted that Andrea Ferguson (Vice Chair and Chair Elect of the Board) would chair the meeting in the absence of Ann Harrison.

### 3. Declarations of Interests

GB-24-03-03

There were no declarations of interests.

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## 4. Minutes of the previous meeting and matters arising

GB-24-03-04

The Board reviewed the minutes of the meeting held on 5 December 2023 and agreed that they are an accurate record of the meeting. There were no matters arising.

**Resolved:** The Board approved the minutes of the meeting held on 5 December 2023 for signature by the Chair.

## 5. Chair's verbal update to the Board

GB-24-03-05

The Acting Chair gave an update of activities undertaken by the Chair since the last meeting of the Board. This included attendance at the Greater Manchester Colleges Group (GMCG) Chairs' meeting in February, when Chairs were given an update on matters within the GMCG from Richard Caulfield and the Principal of Wigan and Leigh College (in her capacity as Chair of the GMCG). It was noted from feedback provided from the Chairs attending the meeting that all colleges within the group are experiencing growth in student numbers which will impact on their ability to recruit staff. It was noted that the GM Combined Authority is similarly concerned and is considering its response, as GM is seeing the steepest increase in numbers across the sector which may also have an adverse impact on staffing in other colleges in the region.

The Board noted the update.

## 6. Principal's Update - presentation

GB-24-03-06

Principal

The Board received the Principal's strategic update. In relation to the external landscape, it was noted that the DfE had made a funding announcement in relation to Maths and English delivery, which would require all students to receive three hours of English per week and four hours of Maths per week, and that the 5% tolerance had been removed. There is a transition period of one year with the new mandatory approach to be in place by September 2025.

The Board discussed the impact of this on students and on the College's funding and staffing, noting that there was a strong GM response and that the College will not change entitlement until required to do so. In response to a question from a Governor, it was confirmed that even students not doing English GCSE resits will have to do literacy.

The Board noted that curriculum reform continues, with the consultation on the proposed Advanced British Standard nearing completion and Level 2 and Level 3 reform progressing. The implications of the reforms on the College's learners is being discussed with local MPs and prospective MPs next month.

In response to a question from a Governor, it was confirmed that the reforms will impact more on T-Levels than A-Levels but that there will be less flexibility in relation to A-Levels in the future. Governors also asked about the impact on apprenticeships and it was confirmed that there are no current plans to change this and there won't be any changes part way through an apprenticeship programme in any event.

Governors asked about the impact on Level 1 students and it was confirmed that they will continue, but on different curriculum pathways. It was noted that a presentation on Curriculum Reform, including a timeline, had been given to the Curriculum and Student Matters Committee and was available for Governors to view on the Board Portal.

In terms of the Adult Education Budget, it was noted that there has been a 2.2% increase in allocation announced for 2024-25, for all of GM and the Board discussed the implications of the College's 2023-24 allocation on in-year growth and ESOL recruitment. Governors noted that Wigan continues to challenge its allocation, with support from the Council.

The Board noted that the GMCA has completed a survey and review on post-16 capacity across the 10 GM Boroughs, although the College has its own strategy to address this, in light of the significant increase in



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applications. Timetabling decisions have been made to create capacity, additional premises have been acquired and the College is also working with the GMCA at a regional level and with the Council and local Sixth Form Colleges at a local level to meet demand. Details of the curriculum areas and student numbers to be accommodated in the new premises were discussed with the Board.

In terms of Quality, the Board noted that attendance in Maths and English is impacting on overall attendance figures and discussed the reasons for this and the actions being taken by the College to address it. It was noted that this is an issue being seen by the sector in general and which is likely to get worse when the Maths and English hours are increased from September 2025.

Conversely, retention is higher than at the same time last year for 16-18, 19+ and HE. In response to a question from a Governor, it was confirmed that higher retention is a result of a number of factors, including right start, increased and more targeted student support since the Pandemic and an increase in the quality of teaching, particularly in HE.

The Board noted that 16-18 pass rates to date are strong, with GCSE November resits showing an improvement from last year and January exam results also showing an improvement. 19+ pass rates to date are broadly similar to the same point last year and apprenticeship achievement rates are currently on track to be better than the previous year.

In terms of Investment for the Future, the College's 16-18 numbers allocation and core funding has been received, which is significantly higher than the previous allocation and, as noted previously, there is growth in the AEB allocation and a mechanism next year to make an exceptional growth bid. There is also expected to be further growth in both apprenticeships and HE.

Early recruitment for next year is underway to address growth and staff utilisation has fallen as a result, although in response to a question from a Governor, it was noted that this may return to previous figures later in the year. The Board noted that workforce challenges remain for Maths, Engineering (mainly electrical) and construction trades.

The Board noted that the Transformation project has now started and has not as yet caused too much disruption to students and staff.

The Board noted that the new Eco Rooms have been refurbished and kitted out at Pagefield (which some Board members had been shown before the meeting started). The Motor Vehicle workshop is a summer project funded by a £1m investment, works to refurbish new leased premises at Prescott Street is underway and vacant space at Pagefield will be re-assigned in the autumn term and will be housing the 'Manufacturing Academy'.

The Board was advised of a number of accreditations and awards and overseas trips for students that had taken place and said how good it was to hear such good news amongst the challenges faced in the sector.

The Board discussed staff vacancies, noting that numbers fluctuate but that challenges remain in some trades and also for Maths. The Board agreed that it would remain focused on staffing challenges as the year progresses.

The Board noted the update.

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## 7. Strategic Plan: Mid-Year Chapter Updates

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## 7.1. Quality

GB-24-03-07

The Board reviewed a report on progress towards achievement of the Quality Strategic Chapter, noting that many of the activities delivered or planned for the remainder of the year have been discussed under other items at this meeting or at previous meetings of the Board.

Governors asked for more information in relation to the Supply Chain Sustainability School, which was provided in the meeting and it was noted that it was upskilling College staff to teach skills of the future and was providing an excellent resource bank and had been confirmed as an initiative that would continue.

Governors also discussed the home school pilot programme which was a partnership with the Council and which has been highly successful, with more than 30 Year 10 previously home schooled young people now regularly attending college and set to sit their English and Maths GCSEs in the summer.

Governors asked about progress to develop content for the CAVE and were advised about a joint role partnering a graduate digital immersive specialist with a teacher and which was proving very successful. Governors were also informed about a virtual reality event on 3 May focusing on health, details of which will be added to the Governor Engagement schedule on the Board Portal.

The Board noted the report.

## 7.2. Place and Productivity

GB-24-03-08

The Board reviewed a report on progress towards achievement of the Place and Productivity Strategic Chapter, noting that many of the activities delivered or planned for the remainder of the year have been discussed under other items at this meeting or previous meetings of the Board.

The Board noted that the College was gaining a lot of momentum on using the flexibilities arising from devolution of the AEB, to develop multi-skills programmes which were generating a lot of interest.

It was noted that the Leigh Adult Learning Centre (LALC) was now open, with a number of curriculum areas relocating there, and that work was underway with partners to develop a pipeline into health and social care.

The Board noted the report.

## 7.3. Investment for the Future

GB-24-03-09

The Board reviewed a report on progress towards achievement of the Investment for the Future Strategic Chapter, noting that many of the activities delivered or planned for the remainder of the year have been discussed under other items at this meeting or previous meetings of the Board.

The Board noted the success of the Medicash scheme which has had very good uptake with positive feedback from staff.

In response to a question from a Governor, it was confirmed that the packages offered by the College to promote staff wellbeing, staff recruitment and retention were benchmarked via the AoC Workforce Group, and the Chartered Institute of Personnel Directors and that the College's initiatives are regularly showcased as good practice through the Good Employment Charter.

The Board noted the report.

## 8. Spring Term Updates

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The Lead Governor for Careers and Destinations gave an update on the College's work since her last update in December 2023. It was noted that the Borough wide Higher Education Fair created with Wigan Council was held

on 11 March 2024 and had been a great success. It involved local Sixth Form Colleges as well as Wigan and Leigh College, with guest speakers including Siemens, and 12 workshops throughout the event. Overall, more than 500 Level 3 students from the College attended (71% of those invited) and many parents attended the evening sessions. Evaluation is currently underway to measure the impact of this Boroughwide initiative, the first of its kind for all Borough students at Level 3.

The National Apprenticeship Review which commenced in June 2023 has now been completed and the outcome has been presented to a number of National Forums.

The Destination Data Campaign which commenced in November 2023 to capture information on the destinations of the 2023 leavers has been completed and the destinations of 788 16-18 year olds and 717 adults, have been identified in 833 cases, which is approximately 56%.

T-level work placements are still a key challenge for Year 1 T-level students in Civil Engineering and Digital specialisms. However following with the work with Wigan Council and some good placements found by the Curriculum and Placement Team, Year 2 Placements are in a better position. There are some new contractors starting to work at The Galleries development, which may also generate some placements in Civil Engineering and a recent announcement by Heinz that it has chosen Wigan for its first ever Hydrogen Plant should be promising for the future.

There are new T-levels in Electrical Installations, Fashion and Management but it was noted that there are unlikely to be any further new ones until the outcome of the planned curriculum reform is known.

New Events that have taken place since January 2024 include a Festival of Engineering and Construction on 5 February during the National Apprenticeship Week, which was attended by Engineering and Construction full time students and Apprentices. On the night the feed back from parents and students was positive. Overall feedback will be gathered in the Annual student survey.

A College Compass Podcast has been delivered focusing on careers in Artificial Intelligence (AI) for the benefit of students interested in a career utilising AI and there are more podcasts to be delivered in the future, the next one being for Counselling / Wellbeing Careers. Also in the pipeline is a podcast for Creating / Performing Arts and working with Community Partners. These podcasts are an initiative to help break down some of the barriers to understanding what career opportunities are available and the feedback from the AI podcast has been very positive.

During National Careers week (the week of 5 March 2024), career conferences were held for ESOL students and Foundation Studies students and the College is currently awaiting feedback from these events.

A Careers Quest AI Expo event was held on 1 March 2024 at the Centre of Advanced Technical Studies in collaboration with the Greater Manchester Institute of Technology. Key speakers included, Microsoft, IBM and the University of Salford. A-level students in Engineering and Computing attended along with students from the Deanery and Sixth Form colleges.

The Board agreed that there was a lot going on and Governors liked the use of podcasts to get information on career options out to students. They asked how the events and podcasts were promoted and it was confirmed that this is done via the College website and a wide range of social media platforms.

It was suggested that the links could be sent to secondary schools and it was agreed that this will be looked into.

An opportunity to collaborate with the Council on promoting future digital careers was identified by a Governor and another Governor noted that opportunities for apprenticeships in AI and Cyber Security were now becoming available. It was agreed that these provide interesting opportunities and potential projects for using the FE Innovation Fund, which will be looked into.

The Board noted the update.



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## 8.2. Safeguarding - verbal update

GB-24-03-11

The Lead Governor for Safeguarding had sent apologies for today's meeting and would therefore provide her next update at the July meeting of the Board.

## 8.3. SEND - verbal update

GB-24-03-12

The Lead Governor for SEND provided an update to the Board on the activities undertaken by the College to meet its responsibilities in relation to students with special education needs and disabilities (SEND).

It was noted that the service was provided by a dedicated and highly qualified team of approximately 60 staff, including approximately 40 Learning Support Assistants and specialist wellbeing staff to support students with learning difficulties and disabilities (LDD) and associated mental ill health issues. Specific Learning Difficulties / Autism Tutors assess and support students, including for access arrangements for exams and qualified staff deliver Disabled Students Allowance, (DSA) and funded support for HE learners. There is also an Assistive / Enabling Technologist, a Transition Coordinator and an Additional Learning Support (ALS) for Apprentices Coordinator. Keeping everything, 'in house' allows the service to maintain the quality of the service and it was noted that Governors who had attended the most recent Link Visits had been impressed with the service, found that staff were well supported and provided with appropriate training and development opportunities, and agreed that the current self-assessment Grade 1 was an appropriate grade.

The service supports any student who identifies a learning need relating to a learning difficulty or disability including recognised / diagnosed mental ill health, regardless of level or programme of study. Each year the College has approximately 1,000 disclosures of LDD and generally, approximately 90% accept some form of support from ALS. The greatest proportion of disclosures relate to mental ill health, including social, emotional and mental health (SEMH) and behavioural needs, dyslexia and Autistic Spectrum Disorder. Many learners disclose multiple difficulties which are less easy to categorise.

Transition support includes visits to schools, attendance at Year 11 Annual Reviews, work with the interviewing team in schools, bespoke taster visits and admissions arrangements for individuals and small groups. LSA support is provided within class and workshops, with some study support type delivery and personal care as necessary. The Team provides specialist software, hardware and equipment following assessment and training by the Enabling / Assistive Technologist, such as text to speech software, laptops, adapted mice and key boards, and ergonomic and adjustable furniture. Specialist 1:1 support is also provided when required, from staff qualified to work with neuro-diverse learners and also specialist 1:1 wellbeing support is provided to help learners develop strategies and emotional resilience. The Team also provides enrichment and facilitation of peer support and undertakes assessments for access arrangements for exams.

The service focuses on the needs of learners, to level the playing field for those students who could be disadvantaged. It supports students from application, through transition, enrolment and on programme to provide individualised support tailored to specific needs. It promotes independence and encourages learners to 'have a go'. The whole model is based on supporting learners to develop strategies to mitigate their difficulties and the Team also supports curriculum teams to support their learners via information sharing and an ongoing programme of targeted staff development.

The Board noted that learners with high needs are supported, monitored and reviewed exceptionally well. Learners with learning difficulties and disabilities and learners in receipt of support consistently achieve better and are retained better than their peers without needs. Specific ALS mechanisms and resource investment has also helped impact positively on the achievement rate for apprentices as evidenced by an improving achievement profile overall for apprentices identifying a disability / learning difficulty, with the achievement gap between them and their peers now within 1%.

Feedback from student surveys from learners with high needs is very positive and higher than for the cohort as a whole and skills tracker data shows that learners with high needs make significant progress in relation to developing soft and employability skills against all areas of development. Progress is greater than that made by their peers without high needs across all areas, including for Maths and English. OneGrade data confirms



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that when compared to learner starting points, learners with High Needs are making progress that exceeds their peers. Destination data for 2022-23 leavers shows that 98.43% of High Needs learners progressed into a positive destination.

The Board noted however, that there is a dyslexia achievement gap which, whilst decreasing, remains a concern and there is a Dyslexia action plan in place, which is monitored by the Equality and Diversity Committee, and numerous awareness raising events and staff development sessions and promotional activities have been held. There is also support for neuro –diverse staff.

Despite a recent Government Review, the High Needs system and EHCP Consultation framework is becoming increasingly difficult to navigate for everyone and it was noted that reforms will not be implemented until at least 2025.

Best practice in terms of tracking and monitoring EHCP / High Needs learners is also not fully embedded across all areas and there is underachievement in a small minority of curriculum areas, which is being addressed.

The Board noted that the trips for students were welcomed but that there was insufficient funding for all students to access these and the Board agreed to discuss this with the Wigan Foundation for Technical Education, with a view to identifying additional funding.

The Board noted the update.

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## 9. Curriculum and Student Matters Committee Reports

### 9.1. Equality and Diversity Annual Report 2022-23

GB-24-03-13

The Board considered the Equality and Diversity Annual Report for 2022-23, noting that this had been scrutinised by the Curriculum and Student Matters Committee at its meeting on 27 February and was recommended for approval. It was noted that following feedback from Governors last year, this year's report includes FREDIE values and has been reduced in size, to make it easier to read. The report identifies the progress made in achieving the College's Equality Objectives for 2020-2024 and it was noted that the College has made good progress against five of the objectives and continues to make progress in relation to staff disclosure of protected characteristics particularly for newly recruited staff, although the high target has not been achieved to date. Other areas identified in the 2022-23 College SAR relate to male achievement for adults being lower than females in relation to ESOL provision and the growth in male participation and it was noted that the achievement gap is narrowing for adults identifying with a mental health related issue but that the gap remains an area for additional focus.

The Board noted that the equality objectives are due for review at the end of 2024 and that the Board Development session on the FREDIE values held just prior to today's meeting had been very useful.

In response to a question from a Governor, in relation to the target to increase the number of female learners in construction trades, it was confirmed that this data was included in the Curriculum Plan and would be sent out to Governors.

**Resolved:** The Board approved the Equality and Diversity Annual Report for 2022-23.

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## 10. Resources Committee Reports



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The Board considered a report providing a mid-year budget update, noting that the original budget approved by the Governing Board in July 2023 had forecast an operating surplus of £531k and a reporting deficit after FRS102 adjustments of £783k. Following a review of the original assumptions together with clarification on previous expectations, the re-forecast predicts that the College's position will improve by the end of the year, with an anticipated operating surplus of £788k and a reporting surplus of £1.040M. This will allow the College to maintain a minimum ESFA financial health grading of 'good' whilst continuing to operate within the terms of the College's banking covenants.

The report had been reviewed by the Resources Committee at its meeting on 13 February and was recommended for approval by the Board.

It was noted that capital expenditure and its impact on the reserves had been discussed by the Committee Chairs the previous week and Governors were reminded that monthly management accounts are available for them to review on the Board Portal. It was noted that the Committee Chairs had discussed the levels of cash reserves and were pleased to note that the College aimed to maintain these significantly above the agreed level of £3m (or 30 cash days). It was agreed that the Resources Committee would be asked to review the minimum level of cash reserves at its next meeting, with a view to recommending a more appropriate minimum level to the Board for approval.

**Resolved:** The Board approved the Budget Re-Forecast for 2023-24.

## 10.2. Fees Policy

The Board reviewed the Fees Policy for 2024-25, which had been updated taking into account the latest available guidance and policy changes issues by the ESFA and the Greater Manchester Combined Authority (GMCA).

Changes noted include dates to reflect correct year and an updating of all hyperlinks. The Board noted that impending changes to funding rules for adults by both the ESFA and the GMCA have not yet been finalised and are not therefore reflected in the Policy. Further changes will therefore be made when the new rules are issued.

It was noted that the Policy had been reviewed by the Resources Committee at its meeting on 13 February and was recommended to the Board for approval.

The Board agreed to delegate approval of further changes to reflect revised funding rules to the Finance Director.

**Resolved:** The Board approved the Fees Policy for 2023-24

**Resolved:** The Board authorised the Finance Director to make changes to the Policy to reflect revised funding rules when these are made available by the ESFA and the GMCA.

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## 11. Audit Committee Reports

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The Board reviewed the Whistleblowing Policy for 2024-26, noting that this has been reviewed by the College's employment lawyers, who have confirmed that it meets requirements and had also been reviewed by the Audit Committee at its meeting on 14 February and was recommended to the Board for approval.

The updates made since the previous policy include the addition of self-employed workers, changes to reflect the latest updates on the GOV website and 'Public Concern at Work' has changed its name to Protect, the details of which have been updated in the policy. Job titles that have been updated since the Policy was last reviewed have also been changed.

**Resolved:** The Board approved the Whistleblowing Policy for 2024-26

### 11.1.1. Risk Management Update

The Board reviewed the Risk Register, which has been updated to reflect the current year's strategic outlook. The Risk Register is reviewed regularly by the Executive Team and an update is provided at each meeting of the Audit Committee and the Governing Board. It was noted that as usual, risks are deemed to be at their highest at the start of the academic year, when enrolment and income has yet to be confirmed.

Since the last report, one new risk has been added (positioned at number 1 on the report). This relates to resilience, business continuity and the College's ability to meet the Borough's needs, which could be negatively affected by rapid growth in activity across most / all funding streams.

It was noted that the risk score has been reduced on seven of the 17 classifications (Risks 7, 8, 10, 11, 12, 14 and 16). The risk score has remained consistent on 10 risks (Risks 1, 2, 3, 4, 5, 6, 9, 13, 15 and 17), and none of the risk scores have increased. Risk will continue to be assessed throughout the year with termly reports to both the Audit Committee (for scrutiny) and the Governing Board (for assurance).

Governors asked if the new premises would create a risk of over capacity when growth slows down and it was confirmed that it would not, and the premises had been leased rather than bought for that reason. Governors also discussed the longer term demographics that would result in reduced student numbers in 10-years time.

In response to a question from a Governor, it was confirmed that it was unlikely that a memorandum of understanding would be forthcoming now from the DfE as works have commenced and Governors also discussed the match funding for the project and possible alternative scenarios relating to its payment.

The Board noted the update.



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The Board considered a report on the outcome of the tendering exercise for the Financial Statements audit contract, undertaken on the College's behalf by Tenet Services purchasing consultants via the CPC framework, which is a recognised procurement approach across the FE sector.

The details of the tendering exercise had been discussed with the Audit Committee Chair and the Audit Committee and based on the results of the evaluation, the recommendation is to award the contract to Wylie & Bisset LLP.

The College is familiar with the work of Wylie & Bisset and has previously assessed its performance as good. The Post-16 Audit Code of Practice requires the contract for this work to be tendered once every five years but specifically states that this does not prevent the existing provider from being re-appointed following a tendering exercise.

The Board noted that the notice period for terminating the contract early without reason was 90-days.

**Resolved:** The Board approved the appointment of Wylie & Bisset as the College's Financial Statements Auditors for a period of three-years, with the option to extend for a further two-years.

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The Board received a presentation providing an update on capital works projects.

In relation to the Parson's Walk Campus 'transformation' project it was noted that planning approval for the works had been secured on 23 January and that the early works package was ongoing with a temporary site set up, site surveys underway / arranged including archaeology, the School for the Arts asbestos survey completed, a sub-contractor has been appointed for asbestos removal and the hoardings are up and demolition contractors are on site. The College has signed-off room layout plans, small power and data requirements and is now in discussions on legacy vs new furniture and equipment. The DfE is aiming to be in contract with Willmott Dixon by early May and the College has served notice on two mobile mast operators in relation to mobile masts situated on the main building. The Board reviewed the timeline for the project, noting that full completion is expected by October 2027.

In relation to the new premises at Prescott Street, it was noted that the lease had been signed on 11 March and that the landlord is currently undertaking various agreed repairs. The design team has been mobilised and is progressing design development and procurement of works packages. The project includes an extensive programme of refurbishment and is due for completion for occupation in September 2024. Governors viewed plans showing the proposed layout of the new premises and noted that 70 parking spaces would be available on the premises.

In relation to Pagefield campus, works to the Motor Vehicle (MV) Workshop include the reconfiguration of the existing MV workshop aligned with future energy, the creation of breakout theory teaching space, and the creation of an EV workshop, and external canopy / EV charging points (subject to site investigations). It was noted that the Team has been mobilised and is progressing design development and procurement of works packages. Facilities will be operational for September 2024.

In relation to the Pagefield Campus Powerhouse Project, it was noted that options are being reviewed and there is a revised proposal to construct an extension at the front of the building to incorporate reception and entrance improvements. The preferred option is subject to a cost review, which is yet to be carried out. The College is working towards a position whereby planning permission can be secured, and a contractor procurement and tender process can commence, with subsequent stages being subject to securing funding.

In relation to the Leigh Campus T-level Project (Animal Management), it was noted that this is now at RIBA Stage 5, that a planning application has been submitted, with a decision expected by the end of March. Appointment of a contractor is due to commence shortly, subject to the usual value for money assessment. Works are expected to commence on-site in mid-May and the facilities will be operational by September 2024. It was noted that this project is partially funded through a DfE Specialist T-level Equipment funding allocation.

In relation to the small capital works programme, it was noted that the Leigh Adult Learning Centre 2nd floor refurbishment has been completed for the Health and Care Academy and at Leigh Campus, the refectory upgrades are under way.

The Board was shown plans and / or artists impressions of the various projects.

Governors asked how staff have adjusted to the reduced parking arising from the transformation project and it was confirmed that there has been a lot of communication with staff to ensure the transition has run smoothly. Extra parking has been secured and the Board expressed its thanks to the Council for the provision of dedicated reduced cost parking for students. It was noted that the staff car share scheme and discounted travel passes had also helped to reduce the demand for staff parking.

The Board discussed the curriculum areas to be located at the new premises at Prescott Street and the plans to consult with staff in relation to the proposed plans.

The Board noted the update.

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## 13. KPI Dashboards

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### 13.1. Finance KPI Dashboard

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The Board noted that the Dashboard had been discussed in detail at the Resources Committee and in relation to other items on the agenda for today's meeting, and there were no further questions.

The Board noted the report.

### 13.2. HR KPI Dashboard

GB-24-03-21

The Board noted that the Dashboard had been discussed in detail at the Resources Committee and in relation to other items on the agenda for today's meeting, and there were no further questions.

The Board noted the report.

### 13.3. Estates and Sustainability KPI Dashboard

GB-24-03-22

The Board noted that the Dashboard had been discussed in detail at the Resources Committee and in relation to other items on the agenda for today's meeting. Governors asked a question in relation to the recording of 'near misses' and it was confirmed that the College runs campaigns to encourage reporting and is looking at the introduction of a QR code to make reporting of accidents and near misses easier, which is being discussed by the Health and Safety Committee. It was also noted that accident reporting is covered at staff induction.

The Board noted the report.

### 13.4. Curriculum KPI Dashboards

#### 13.4.1. Study Programmes Dashboard

GB-24-03-23

The Board noted that the Dashboard had been discussed in detail at the Curriculum and Student Matters Committee and in relation to other items on the agenda for today's meeting, and there were no further questions.

The Board noted the report.

#### 13.4.2. Adult Provision Dashboard

GB-24-03-24

The Board noted that the Dashboard had been discussed in detail at the Curriculum and Student Matters Committee and in relation to other items on the agenda for today's meeting, and there were no further questions.

The Board noted the report.



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### 13.4.3. Apprenticeship Provision Dashboard

GB-24-03-25

The Board noted that the Dashboard had been discussed in detail at the Curriculum and Student Matters Committee and in relation to other items on the agenda for today's meeting, and there were no further questions.

The Board noted the report.

### 13.4.4. HE Provision Dashboard

GB-24-03-26

The Board noted that the Dashboard had been discussed in detail at the Curriculum and Student Matters Committee and in relation to other items on the agenda for today's meeting, and there were no further questions.

The Board noted the report.

## 14. Part B: The following items were the subject of discussion or approval by Committees or were attached for the Board's information only.

### 15. Link Visits Report

GB-24-03-27

The Board noted the report.

### 16. Audit Committee Chair's Report

GB-24-03-28

The Board noted the report.

### 17. Curriculum and Student Matters Committee Chair's Report

GB-24-03-29

The Board noted the report.

### 18. Resources Committee Chair's Report

GB-24-03-30

The Board noted the report.

### 19. Any other business:

GB-24-03-31

There were no items of other business.

### 20. Date and time of next meeting: Tuesday 11 June 2024 via MS Teams

GB-24-03-32

The meeting ended at 7.27pm.

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## 21. Actions:

**GB-24-03-12**

**Action:** Discuss additional funding for trips for High Needs students with the Wigan Foundation for Technical Education.

**Action by:** Principal

**GB-24-03-13**

**Action:** Send data on the number of female learners in construction trades to Governors

**Action by:** VP Curriculum

**GB-24-03-14**

**Action:** Review the minimum level of cash reserves, with a view to recommending a more appropriate minimum level to the Board for approval.

**Action by:** Resources Committee

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