

# Minutes

## Extraordinary Meeting of the Corporation

### Governor Meetings

Date 15/05/2025  
Time 9:30 AM - 10:00 AM

Location The Bold Hotel, 583 Lord Street, PR9 0BE.

Members Present: Paul Walker (Corporation Chair)  
Laura Bell (Independent Governor)  
Michelle Brabner (Principal)  
Andy Bridson (Independent Governor)  
Margaret Boneham (Independent Governor)  
Kevin Burke (Independent Governor)  
Colin Davies (Independent Governor)  
Catherine Durr (Staff Governor)  
Diane Hutchinson (Independent Governor)  
Kashfa Kalim (Independent Governor)  
Mo Kundi (Independent Governor)  
Claire Moffat-Lonsdale (Independent Governor)  
David Mutori (Independent Governor)  
Mike Naden (Independent Governor)  
Susannah Porter (Independent Governor)  
Tracey Wood (Independent Governor)

Members Apologies: Alex Barton (Independent Governor)  
Roderic Gillespie (Independent Governor)  
Elaine Small (Independent Governor)  
Tom Rowe (Staff Governor)  
Cameron Lunt (Student Governor)  
Luke Collier (Student Governor)

Members Absent:

In Attendance: Paris Bonwick (Vice Principal Business Services)  
Mark Burrows (Deputy Principal)  
Lisa Farnhill (Dir. Governance and Compliance)  
Rob Firth (Associate Member of the Resources Committee)  
Anita Holt (Associate Member of the Standards Committee)  
Alison McDowell (Dir. HR)  
Stephen Musa (Vice Principal Curriculum and Support)  
Paula Smith (Dir. Finance)

## Agenda

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### 1 - Welcome & Apologies for Absence

The Chair opened the meeting, welcomed all attendees, Apologies were noted and accepted.

### 2 - Declaration of Interests

The Chair invited members to declare any conflicts of interest related to the agenda items. No specific declarations of interest were recorded relating to the agenda.

### **3 - Minutes and Matters Arising/Actions Summary**

As this was an extraordinary meeting, Members noted the Corporation did not review minutes, actions, and matters arising, except for those specifically relevant to this meeting.

### **4 - Confidential Business**

The Chair addressed the need to determine whether any items of business on the agenda should be marked as confidential. No items were deemed confidential during the meeting.

### **5 - Accountability Statement**

The Deputy Principal presented the updated Accountability Statement, confirming this had been updated following feedback from the Standards Committee.

Members were given an outline of the document, including when it was introduced, its purpose, statutory status and reminded of the need for Governor review and approval annually.

In reminding the Board that it is intended to address the college's responsibility to meet local needs, particularly in relation to the addressing local skills needs, the Deputy Principal emphasised the importance of focusing on key sectors identified by the local authority LSIPS, to drive the local economy. The complexity of serving different regions, including the LCR and West Lancashire was noted, and the accountability system was recognised for addressing these areas.

Members were advised there had been feedback from a member on formatting and data presentation, with reassurances given that these would be incorporated, and would not affect the content being approved.

The Deputy Principal highlighted the college's achievements, including meeting targets for T level programmes and customer service training, which received positive feedback from residents and stakeholders. The positive experience for students completing T Levels with the College had been recognised as demonstrating exceptional practice during the Ofsted visit, leading to the sharing of good practice with other local colleges, who had in turn shared ideas and offered support in other areas. The Deputy Principal drew attention to areas being further developed, including AI and renewable energy.

Concerns were raised about the lack of reference to the role of staff in achieving the plan, and the need to address staff training and development, noting staff represented 70% of the colleges cost base, as a significant and valued resource. The Deputy Principal highlighted plans to improve training reporting to capture internal and no cost training to highlight the volume of CPD delivered and undertaken. It was clarified the concern was more in relation to the acknowledgement of the value of staff, noting this is a core strategic intention of the college rather than about investing in staff.

The disparity between the statutory accountability statement and strategic plan were discussed, with questions raised about the format, noting it was not prescriptive, but aligned to the LSIPS. Members were reminded of the purpose and use, noting this had led to the misalignment.

Following discussions about the lack of focus by the DfE in the annual strategic conversation, which was intended to be the forum in which the DfE review and monitor progress against the document, members outlined their own experiences, which had seen a greater focus on the content in other regions, noting some colleges were choosing to focus on government priorities, aligning their statement to the '5 missions'.

Members asked if the college proactively shared the document with the local authority, and proposed the format could be updated to allow this to be used as a marketing tool, ensuring time spent developing and reviewing progress against it continued to be valued, with it being used internally and externally even if it is not then reviewed by the DfE. Members noted the marketing of progress was currently done using different documents and processes, however, agreed to consider combining them next year.

The conversation continued with reflections on the document's format and content, the importance of stakeholder engagement, and the potential financial impact of the accountability statement on the college. Members were advised that although the College's strategic intentions could be incorporated, the targets had to align to the ERB and LSIP priorities. Following further discussion and emphasis on how SEG highly values its staff, it was agreed minor wording updates could enable a closer alignment to the colleges core values and intentions, whilst continuing to map to the LSIP priorities.

Members asked about the documents purpose in attracting local and national funding, noting this was the document required for demonstrating accountability for local needs but to meet national funding standards, with details provided on how the College is actively involved in local Boards.

The discussion concluded with a recommendation to approve the accountability statement, subject to the inclusion of a "people lens" to highlight the college's commitment to staff development. The responsibility for reviewing and incorporating this inclusion was delegated to the Principal and HR Link Governor, ensuring both internal and external perspectives are considered.

In concluding, members highlighted student experience remained their core priority, agreeing resources should focus on activities to improve their outcomes, agreeing marketing of the value and impact of the work within this would be done separately this year.

**Item 5: Approved – The Corporation resolved to approve the document subject to the updates outlined, which will be agreed by the Principal and Lead Governor for HR.**

**Task:** Review and incorporate the inclusion of a "people lens" in the accountability statement. @Michelle Brabner, Diane Hutchinson