



# MINUTES

## BOLTON COLLEGE BOARD

Minutes for the meeting held on Wednesday 13 December 2023 – (PART A)

Time: 5.00pm

Venue: Boardroom / Video Conference

### Members present:

Dr Andrew Roberts (Chair)  
Mr Andrew Fawcett (Vice Chair)  
Dr Adrian Brooks  
Mrs Kate Flood  
Mr Tom Martin  
Mrs Claire Garth  
Mr Chris Ball  
Mr Tony Unsworth  
Dr Gill Waugh  
Mr Bill Webster (Principal)  
Ms Sharon White  
Mrs Gulnaz Brennan  
Dr Julian Coleman  
Mr Ming Fong  
Mrs Adeeba Gulzar

### In Attendance:

Mr Mark Burgoyne (Deputy Principal)  
Ms Deborah Bradburn (Clerk)  
Mr Garry Westwater (Executive Director of Finance)  
Ms Jane Marsh (Executive Director of HR & Estates)  
Mrs Karen Westsmith (Assistant Principal of Curriculum & Quality)  
Mrs Catherine Langstreth (Assistant Principal of Curriculum & Stakeholder Engagement)  
Mrs Tracy Clarke (Assistant Principal of Curriculum Design, Information & Technical Services)  
Mr Tim Openshaw (Assistant Vice Chancellor)

Apologies for absence had been received from Dr Sue Lomax and Dr Gill Smallwood.

### 1.3 DECLARATIONS OF INTEREST

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. Standing declarations were noted particularly in relation to the University of Bolton reciprocal governance arrangements and also paid positions.

Declarations of interest were made under Items 4.7 and 4.8.

### 1.4 REQUEST FOR AN ITEM TO BE UNSTARRED

Members were reminded that starred items on the agenda would be taken as read rather than being presented. However, Members could ask questions of the report author, or ask for any item to be unstarred for full discussion.

There were no requests for items to be unstarred for discussion.

### 1.6\* MINUTES OF PREVIOUS MEETINGS:

Minutes of the Meeting held 27 June 2023 - general publication

The minutes of the meeting held 27 June 2023 had been previously circulated to Members for consideration.

It was RESOLVED that the minutes be approved as a correct record and authorised for publication (Part A).

### 1.7 MATTERS ARISING FROM PREVIOUS MINUTES

Members had received a summary of action(s) arising/outstanding from previous meetings, noting that all action(s) had been completed.

It was RESOLVED that the matters arising be noted.

### 1.8 MINUTES (SUB-COMMITTEES):

(i) Search & Governance Committee of 20 September 2023

Members had received the minutes of the meeting held 20 September 2023

It was RESOLVED that the minutes be received as detailed.

(ii) Remuneration Committee of 20 September 2023

Members had received the minutes of the meeting held 20 September 2023

It was RESOLVED that the minutes be received as detailed.

## 2.1 PRINCIPAL'S REPORT

The Principal presented the twenty-second report under the 'Designated Institution' Bolton College, which provided an overview of key issues. He highlighted the following point:

### Ofsted:

The draft report had been received with the expectation that the final report would be published mid-January. The final report would go to the Standards and Quality Committee where the Quality Improvement Plan and other actions plans would be presented. All Board Members would be provided with a copy of the final report for further discussion in due course.

The Chair thanked the Principal, Senior Management Team and Board Members who met with the inspectors during the inspection week.

It was RESOLVED that the Principal's Report be noted.

- Government funding would support the cost of a new roof.

It was RESOLVED that the Annual Health & Safety Report be noted.

#### 2.4 COLLEGE KPI DASHBOARD

The Assistant Vice Chancellor (Planning & Student Experience) (UoB) presented the College KPI Dashboard, which detailed the key sustainability indicators and those indicators on areas monitored by the ESFA.

The KPI dashboard was provided for information due to it being out of sequence with the UoB Board. The dashboard would be updated after the Christmas break and would go through the normal cycle of review.

It was RESOLVED that the College KPI Dashboard be noted.

There has not been any noticeable difference at the College from the implementation of this strategy.

It was RESOLVED that the:

- i) Safeguarding Report be noted and the actions endorsed; and
- ii) Annual Safeguarding Assurance Statement for the University is signed.

## 2.7 SUPPLY OF LIFTS PURCHASE PROPOSAL

The Executive Director of HR & Estates presented the Supply of Lifts Purchase Proposal.

The College had four lifts across its estate that were introduced as part of the relocation of the College to Deane Road campus and had been in operation for circa 13 years. Over the last 12-18 months they had required a significant amount of spend on replacement parts and additional servicing. The College had experienced times of inoperability that had resulted in difficulties with regards to moving equipment around the estate and accessibility issues for staff and learners with mobility issues.

The Chair approved the expenditure via 'Chairs Action' on 27 November 2023 to ensure that the College was best placed to have the lifts operational for the next academic year.

It was RESOLVED that the Supply of Lifts Purchase Proposal be approved.

## 2.8 E-SPORTS EQUIPMENT PURCHASE PROPOSAL

The Assistant Principal of Curriculum & Stakeholder Engagement presented the E-Sports Equipment Purchase Proposal.

The College proposed to offer e-sports for delivery in September 2024. The equipment and environment would be set up in Term 2 to enable enrichment opportunities and taster sessions to gain interest and promote the offer.

The Chair approved the expenS-5.9 (y)-2 ( i)2.6 (n S)2 (ep)102 a Tc 0.257 Tw 11.04 6 (ov-2 ( ah9 (u)10eCID 2



It was RESOLVED that the Counter Fraud Strategy be approved.

(v)

