

Minutes of the meeting of the Governing Body held on 2nd July 2015
Bistro 36. Roby Campus

Present: Mark Flinn (Chair), Anne Pryer (Principal), Tim Gill, Aidan Sergent, Tom Carroll (Student), Tim Molton, Steven Evans (Staff), Terry Holmes, John McDonough, Tony Zeverona, Julia Tinsley and Beth Harrison

In attendance: Gill Banks (Deputy Principal), Kevin Williams (Finance Director), Andrew Ellams (Director of Employer Engagement), and Craig Williams (Clerk to the Governing Body).

The Chair briefed the Board that Joe Martin had resigned from the Board on 8th June – the Board thanked Joe Martin for his time and contribution at the Board over the past few years. The Clerk reported that following a nomination and election process Tony Zeverona had been elected as Staff Governor (Teaching and Delivery) – The Governing Body formally approved Tony Zeverona as a member of the Board from 2nd July 2015 to 1st July 2019. Approved

The Chair reported on the work of the Search and Governance recruitment panel on 24th June when it interviewed Julia Tinsley (Head of Holly Lodge School) and the Committee recommend that Julia Tinsley joins the Board from 2nd July 2015 to 1st July 2019. The Governing Body formally approved the recommendation. Approved

The Clerk reported on the Student Council's work to identify Student Governors for 2015-16. John McDonough (Level 3 Performing Arts) and Brendan Farrell (Supported Learning) have been elected and were recommended to the Board. The Governing Body formally approved the recommendation. Approved

ACTION

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| 1. | <u>Apologies for Absence</u> | |
| | Pam Jervis, Gary See and Stuart Stokes | Noted |
| 2. | <u>Determination of Observers/Attendees</u> | |
| | The Governing Body agreed attendees/observers at the meeting as per the above attendance list. | Noted |
| 3. | <u>Declaration of Interest</u> | |
| | None | Noted |
| 4. | <u>Minutes of the meeting held on 30th April 2015</u> | |
| | The minutes of the meeting held on 30 th April 2015 (including the confidential item 7), the Board highlighted a correction on item 16 and agreed the minutes as a true record. | Approved |
| 5. | <u>Matters Arising</u> | |
| | Governors considered the report on matters arising from the Ordinary Governing Body meeting on 30 th April and noted the actions outlined. | Noted |
| 6. | <u>Minutes of committee meetings to note</u> | |
| | The Governing Body received for information, minutes of the following Committee meeting: | |
| | (i) Quality Assurance (13 th May 2015) | Approved |

<ul style="list-style-type: none"> (ii) Capital Working Group (T&F 10th June 2015) (iii) Audit (10th June 2015) – TM reported on key points from the meeting, flagging new SORP requirement and risk management arrangements.. (iv) F&GP (24th June 2015) (v) S&G (24th June 2015) 	<p>Approved Approved Approved Approved</p>
<p>7. <u>Chair's and Governors' Communications</u></p> <p>The Chair and Governing Body commented on the recent dinner which was well received by all and the Board passed on their thanks to all concerned. The Chair and other members commented on their recent Learning Walk and indicated that plans were in motion for Learning Walks in the Autumn focusing on recruitment, retention and learning. The Clerk reported that he was about to undertake another evaluation via a brief survey that will go live next week, which inform future Learning Walk arrangements (2nd to 13th November 2015).</p>	<p>Noted</p>
<p>8. <u>Principal's Report</u></p> <p>The Principal spoke to the report and verbally expanded on the six issues covered; The FE Sector – Challenge and Change, New Common Inspection Framework, LEP Bids, Restructure, Rebranding – Progress and Student Stories.</p> <p>The Principal discussed the need for Governing Body to approve the full bid to the LEP Capital Fund for the Logistics Centre in Kirkby (in partnership with St Helens College and with a £230K contribution from KCC) which is due to go in to the LEP on 3rd August 2015. The Governing Body delegated authority for sign-off of the project plan and expenditure profile to the Capital Working Group which is meeting on Wednesday 22nd July. The Principal also reported that the Advanced Manufacturing EOI bid would be reviewed and re-submitted.</p> <p>The Principal briefed the Board on the LEPs 2016 Skills Show and Festival for Business and reported that the LEP have requested a lead Governor for communication purposes. The Chair requested that any party interested should contact the Principal.</p> <p>The Governing Body congratulated the students concerned for their respective achievements as outlined in the Principal's Report.</p> <p>The Governing Body received the report and noted the information provided.</p>	<p>Delegated Authority Approved</p> <p>Noted</p>
<p>9. <u>Draft Strategic Plan 2015-18</u></p> <p>The Principal spoke to the report which aimed to present the four strategic aims for 2015-18.</p> <p>The Principal reported on the four strategic aims:</p> <ul style="list-style-type: none"> • Outstanding provision and outcomes for all • Strong finances • The College as a Social Enterprise • Develop and grow a highly skilled, professional and creative workforce <p>The Principal outlined the 26 sub-actions to the four aims and the risk rated and risk register references that are included in the strategic action plan that will monitor progress and report back to Board on a termly basis.</p> <p>The Governing Body questioned the historic completion dates in the action and it was reported that these would be reviewed once the plan has been discussed with the SFA in a few weeks time. The Governing Body also questioned social enterprise actions which will be included in the revised version in due course.</p> <p>The Governing Body received the report, approved the four strategic aims Strategic Plan noted the actions to date and that the one plan would be reviewed on a termly basis.</p>	<p>Approved</p>
<p>10. <u>Estate Strategy Update</u></p> <p>The Principal spoke to the report which had been considered at F&GP on 24th June (item 15) at the Capital Working Group on 10th June. The report aimed to update Governors on the latest developments in the accommodation strategy in</p>	

relation to Stockbridge Lane, Roby and the Kirkby site.

The Principal reported on the interest on Kirkby site (bids being considered on 15th July), progress with the development of Stockbridge Lane (also covered in the Capital Working Group minutes – see item 6ii) and progress with consideration of the Roby campus.

The Governing Body questioned the valuation for Kirkby (whole six acres) and questioned whether this included the notional value for the land (which was confirmed). The Governing Body also queried any residual grant issues, which may involve the requirement to evidence the re-cycling of capital resources. The Principal reported on local consultation regarding Roby starting on 13th July for two days and the Governing Body questioned whether local residents had been notified of the consultation.

The Governing Body received the report and:

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| (a) Noted the latest developments for the Stockbridge lane campus and Kirkby campus. | Noted |
| (b) Noted the planning process and structure in place for the disposal of Roby Campus. | Noted |

11. Notice to Improve (Finance and Apprenticeships) (CONFIDENTIAL ITEM)

This item is the subject of a discrete confidential minute.

12. FE Commissioners Report and Termly Letter

The Principal spoke to the report which aimed to provide Governors with information regarding the Minister's letter and FE Commissioner's report received in June 2015. The paper also identified the actions taken by the College to address the issues raised. The report also notes the FE Commissioner's termly letter for Summer 2015.

The Principal expanded on the FE Commissioner's Report, its conclusions, recommendations and actions undertaken to date in response. It was reported that the Chair had formally responded to the Commissioner and that the Commissioner would be back in October.

The Principal also reported on the issues raised and possible implications of the FE Commissioner's termly letter.

The Governing Body questioned capacity considerations with potential partners on Apprenticeships and management reported that the notice prevents the College from growing and sub-contracting. The Principal reported on future legacy issues in later years if the College is not able to recruit new learners in 2015-16.

The Governing Body received the report and:

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| a) The Governing Body are asked to note the issues raised by the Commissioner and his team and to note college actions taken to date, including significant staffing reductions completed in July 2015. | Noted |
| b) The Governing Body are asked to note the Commissioners comments regarding recruitment of learner numbers for 2015/16 and approve a further round of staffing restructure for 2015/16 – subject to actual recruitment in September 2015. | Noted |
| c) The Governing Body is asked to note the requirement to recruit a specific representative with FE sector experience to support the College moving forward. | Noted |
| d) The Governing Body is asked to note the Structural changes for Further Education identified within the Commissioners letter. | Noted |

13.	<p><u>Management Accounts (May 2015)</u></p> <p>The Finance Director (FD) spoke to the accounts, which had been to F&GP on 24th June (item 7) and which aimed to provide Governors with an update on the College's current financial position and financial performance to date.</p> <p>The FD reported on the key points as outlined in overview and on discussions at F&GP on 24th June which is an improved position on the previous month.</p> <p>The Governing Body approved the management accounts for May 2015.</p>	Approved
14.	<p><u>2015-16 Budget</u></p> <p>The FD spoke to the report, which had been to F&GP on 24th June (item 9) and which aimed to present the 2015-16 Budget to the Governing Body as endorsed by F&GP.</p> <p>The FD reported on the key financial issues facing the College regarding Apprenticeship provision (as discussed under previous items), 2015-16 enrolment and staffing costs as a percentage of income. The FD presented the budget as a risk assessed budget tied in with implications of the NoCs. The FD reported on the three year projections of £121K 2015-16, £10K 2016-17 and £318K in 2017-18 and on discussions at F&GP.</p> <p>The Governing Body received the report and:</p> <ul style="list-style-type: none"> a) Approved the Budget for 2015-16 and noted the Indicative Budget for 2016-17 and 2017-18 as outlined in the report. b) The Governing Body requested that the FD presents a revised Budget for 2015-16 to the F&GP meeting in September 2015 should the two notices of concern be lifted over the summer (as the lifting of NoCs would also lift SFA funding restrictions and thereby materially impact on the 2015-16 Budget). 	Approved Approved
15.	<p><u>3 Year Financial Forecast</u></p> <p>The FD spoke to the report, which had been to F&GP on 24th June (item 10) and which aimed to present the proposed 3-Year Financial Plan and commentary for the years 2014-15 to 2016-17 as endorsed by F&GP.</p> <p>The FD reported on the considerations informed by the management accounts and the 2015-16 Budget which had resulted in the 3 Year Financial Forecast.</p> <p>The Governing Body questioned the links between the Budget and the Curriculum Plan and management reported that the curriculum planning (including blended learning) had informed the 3 Year Forecast.</p> <p>The Governing Body approved the three year Financial Forecast.</p>	Approved
16.	<p><u>Recruitment 2015-16</u></p> <p>The Director of Curriculum and Learner Services (DCLS) FD spoke to the report, which had been to F&GP on 24th June 2015 and which aimed to update Governors on student admissions for the 2015-16 college year.</p> <p>The DCLS reported on application numbers, keep warm activities, internal progressions, incentives and school links/liaison.</p> <p>The Governing Body took positive feedback on school links and taster day and requested that reports in future years included benchmarking data from 2015.</p> <p>The Governing Body received and noted the report.</p>	Noted
17.	<p><u>Risk Register and Key Strategic Risks</u></p> <p>The Principal spoke to the report which had been to Audit on 10th June (item 10) and which aimed to provide Governors with an update on the Risk Management processes implemented in 2014-15 and to seek approval for the 6 Strategic risks identified within the risk register, as endorsed by Audit Committee.</p> <p>The Principal reported on the updated College risk register, the five strategic risks for 2014-15, the inclusions of risk 8 into the six strategic risks for 2015-16 and</p>	Noted

how the strategic risks have been considered and reflected in the Internal Audit Plan for 2015-16 and on-going scrutiny by the SFA Finance Team, SFA Apprenticeships Team, Ofsted and the FE Commissioner.

The Governing Body received the report and approved the following six strategic (business critical) risks for 2015-16, to be monitored against in year:

Approved

- a) Risk 2: Success rates; failure to achieve success rates that exceed national averages (across all measures) including apprenticeships, work based learning and subcontracted provision.
- b) Risk 4: Surpluses; failure to generate financial surpluses. This references the Financial Notice of Concern (June 2014).
- c) Risk 5: Recruitment; Failure to recruit and retain learners to achieve core allocations and the associated funding targets for all major funding streams including commercial income.
- d) Risk 9: Partners; failure of partner organisations to deliver planned learner numbers and to meet target success rates.
- e) Risk 14: Apprenticeships; failure to achieve recruitment targets and targeted improvements in the quality of provision. This references the Notice of Concern for Apprenticeships (March 2015).
- f) Risk 8 Estate; failure to deliver the College estates strategy, including the move to the Stockbridge lane campus and the disposal of Kirkby and Roby campus.

18. 2015-16 Fees Policy

The FD spoke to the report which aimed to seek approval for the proposed Fees and Charges Policy for 2015-16.

The FD reported a correction on 8.3 and that loans would be extended to 7 months to incentivise the offer.

The Governing Body questioned the basis of the charges in the market and charges for re-sits under item 4.10 and it was agreed to firm up the wording by changing the term 'may' to 'will' and the Board discussed whether one free re-sit was provided for under the agreement with the awarding body.

The Governing Body approved the 2014-15 Fees and Charges Policy, subject to consideration of minor amendments.

Approved

19. Capital Purchase (IT)

The FD spoke to the report which aimed to seek endorsement to purchase necessary IT related equipment in line with the College's Financial Regulations.

The FD reported on the Financial Regulations requirements and timing issues which meant that this needed to be brought to full Board. The FD reported on the current position with IT resources and the two options presented for classroom workstations (option two being the preferred option).

The Governing Body questioned the saving involved with purchasing compared with leasing and management reported that the savings would be reported.

FD

VDI was reported as a Virtual Desktop Infrastructure and an explanation of the technical nature of VDI was explained. It will improve the student and staff experience and build in resilience. The Board also discussed IT needs for the new build.

The Governing Body approved the outright purchase of IT related Equipment to the value of £192K.

Approved

20. Liverpool Media Academy (CONFIDENTIAL ITEM)

This item is the subject of a discrete confidential minute.

21. Curriculum Plan

The Deputy Principal (DP) spoke to the report, which had been to F&GP on 24th June (item 8) and which aimed to report to the Governing Body on the outcomes of the business and curriculum planning process, resulting in the Curriculum Plan for 2015-16 that is linked with the 2015-16 budget.

The Deputy Principal reported on the Business and Curriculum Planning process, the curriculum planning tool (developed to provide greater ownership and accountability at Faculty level based on historic enrolment and Day 42 figures), importance of English and Maths, progression routes between level two and level three and on Adult Skills Budget considerations. The Deputy Principal reported on the planning which was based on average class size of 16 and staff delivering 864 hours. The DP reported on need to deliver more blended learning and the significance Study Programmes (world of work).

The Governing Body questioned recruitment from WorkWorld learners to mainstream College provision and management confirmed that WorkWorld learners did progress into mainstream provision.

The Governing Body received the report, noted discussions at F&GP and approved the Curriculum Plan for 2015-16

Approved

22. Key Performance Indicators (Dashboard)

The Deputy Principal (DP) spoke to the report, which had been to F&GP on 24th June and which aimed to present the updated Key Performance Indicators (KPIs) and targets being used in the College to measure success in 2014-15.

The DP reported on recent amendments in light of the findings from the Internal Audit on Strategic Performance Management (see item 6iii above) and use of tolerances.

The Governing Body questioned the rate of staff leavers against starters and management agreed to review..

DP

The Governing Body received the report and noted the updated KPIs, targets and priorities.

Noted

23. Quality Improvement Plan – Update Report

The DP spoke to the report which aimed to inform Governors of the Term Three updates for the key quality improvement actions arising from the 2013-14 Self-Assessment process which the College has been working on during 2014-15.

The DP reported that the College is committed to raising standards and that the Quality Improvement Plan was an accurate reflection of the areas for development identified in the 2013-14 Self-Assessment report. The template for action planning had been updated to provide clarity around milestones for target setting and responsibility for monitoring to provide an opportunity to monitor progress through Performance Reviews and other Quality Improvement mechanisms.

The DP reported on key terms for QIP work being 'impact' and 'progress' and that the template was being adopted by other areas of the College such as the required action plan following the recent QAA HE Review.

The Governing Body received the report and noted the updates to the Quality Improvement Plan.

Noted

24. Projected Success Rates 2014-15

The DP spoke to the report which aimed to inform the Governing Body of progress with projected success rates for 2014-15.

The DP reported on three rounds of internal Performance Review meetings to monitor in year performance and quality improvement at curriculum are and course level. The DP reported on the anticipated best and worst case scenario (including partner provision and foundation English and Maths).

The DP reported that recently some issues have emerged regarding English and Maths not previously raised which have impacted on rates and the DP report that the worse case scenario is now 83.1% (against target of 89% set in later part of 2013-14) which is the same as 2013-14 and that the best case scenario was now 84.8%. The DP reported on the English and Maths weighting behind KCC students which can be as much as 40%.

	The Governing Body received the report and noted the overall projected success rates for 2014-15.	Noted
25.	<p><u>QAA HE Review</u></p> <p>The DP spoke to the report which aimed to update the Governing Body on the outcome of the QAA HE review which took place between 5th and 7th May. The report outlines the headlines from the report including areas highlighted as good practice and recommendations and has yet to be published on the QAA website following confirmation for factual accuracy. .</p> <p>The DP reported on the judgments, identified good practice, recommendations and associated timescales and that are included in the HE QIP.</p> <p>The Governing Body recognised and thanked Andrew McCarrol for his work on the review.</p>	Noted
	The Governing Body received the report and noted the outcome, key actions and associated timescales.	Noted
26.	<p><u>Code of Good Governance for English Colleges</u></p> <p>The Clerk spoke to the report, which had been to S&G on 24th June (item 9) and which aimed to present the final version of the AoC English Colleges' Code of Good Governance (the 'Code').</p> <p>The Clerk reported on the background to the Code, previous communications to the Board on the draft and final version, input from Carol Jones (NLG) and discussions at Search and Governance on 24th June (see 6v above).</p>	
	The Governing Body received the report and approved S&G's recommendation to formally adopt the Code of Good Governance for English Colleges.	Approved

In closing the meeting the Chair gave notice of pending governance work on the annual Skills Assessment (which will be a web based survey), Governor's Self-Assessment and performance reviews with the Chair and on the required Register of Interests for 2015-16.

The Chair (on behalf of the Board) thanked Anna Williams (who was resigning) and Tom Carroll (end of term) for their time and contributions at Board and Committees and wished them well with their future endeavours.

Date of Next Ordinary Governing Body Meeting – Thursday 8th October 2015