



**Minutes of the meeting of the Governing Body held on 30<sup>th</sup> April 2015**  
**Bistro 36. Roby Campus**

**Present:** Mark Flinn (Chair), Anne Pryer (Principal), Tim Gill, Joe Martin (Staff), Aidan Sergent, Tom Carroll (Student), Tim Molton, Steven Evans (Staff), Pam Jervis, Stuart Stokes, Terry Holmes, John McDonough and Beth Harrison

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

Prior to the meeting the Board took a Governance Workshop from Carol Jones as part of the AoC National Leaders of Governance initiative and would be feeding back her thoughts through the Chair for the Board's consideration as part of the governance development agenda at KCC.

The meeting opened with a presentation from Lawson Taylor Research and Consultancy on the Market Perception Research Report (Felicity Jenkinson - Marketing Manager), also in attendance for the presentation). Some Board members reflected that the presentation reflected their local experiences. The Board discussed the perception involved with the College's name and opportunity for local businesses to badge various buildings within the estate and have businesses access the new campus facilities. The Board questioned participants' understanding of alternative routes through to Higher Education such as BTECs. The Board discussed brand flexibilities under a single title. It was agreed that the Principal would bring a formal report to the Board with recommendations informed by the presentation and subsequent discussions with stakeholders.

The Chair briefed the Board that the Clerk had received two resignations: Ian Craig (with effect from 19th March 2015) and Andy Roche (with effect from 29th April 2015) both due to work pressures. The Board thanked Ian and Andy for their contribution to the College and wished them well with the business pressures.

The Chair report to the Board that an Extraordinary meeting of Search and Governance took place prior to the Board meeting and the Committee have recommended that Terry Holmes be re coopted to the Board with immediate effect and until 31st July 2016.

Approved

		<b>ACTION</b>
1.	<u>Apologies for Absence</u> Anna Williams and Cllr Gary See.	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 13<sup>th</sup> February 2015</u> The minutes of the meeting held on 13 <sup>th</sup> February 2015 were agreed as a true record.	Approved
5.	<u>Matters Arising</u>	

	<p>Governors considered the report on matters arising from the Ordinary Governing Body meeting on 13<sup>th</sup> February and noted the actions outlined. It was agreed that T Holmes would pursue the interests of the College as the Board member for LMA.</p>	<p>Noted Approved</p>
6.	<p><u>Minutes of committee meetings to note</u></p>	
	<p>The Governing Body received for information, minutes of the following Committee meeting:</p>	
	<p>(i) Audit (25<sup>th</sup> Feb 2015)</p>	Noted
	<p>(ii) F&amp;GP (4<sup>th</sup> March 2015) The Board approved the KZN and Develop U Contracts and noted the External Auditors' agreed action to service exceptional contracts approval through a retrospective waivers report.</p>	Approved
	<p>(iii) S&amp;G (4<sup>th</sup> March 2015)</p>	
	<p>(iv) D&amp;HR (18<sup>th</sup> March 2015)</p>	
	<p>The Board noted the need for Governors to participate in Prevent training and that the D&amp;HR Committee had been stood down with the respective changes in terms of reference.</p>	
7.	<p><u>Chair's and Governors' Communications</u></p>	
	<p>FE Commissioner feedback, Confidential item – separate minute retained</p>	
	<p>Pam Jervis fed back on the recent AoC training event on Teaching, Learning and Assessment and linked the training into the NLG session earlier in the day.</p>	Noted
8.	<p><u>Principal's Report</u></p>	
	<p>The Principal spoke to the report (which is in addition to the report circulated on 1<sup>st</sup> April 2015 via email) and verbally expanded on the four issues covered; The FE Commissioner's visit (reported under item 7), The Department of Business Innovation and Skills visit, Management Planning Day and Pride of Knowsley.</p>	Noted
	<p>The Governing Body received the report and noted the information provided.</p>	
9.	<p><u>Estate Strategy Update (Stockbridge Lane, Kirkby Campus and Roby)</u></p>	
	<p>The Principal spoke to the report which aimed to update Governors on the latest developments in the accommodation strategy in relation to Stockbridge Lane, Roby and the Kirkby site.</p>	
	<p>The Governing Body questioned as to when Kirkby will be demolished (with the retention of the Collegiate Building) and management reported on negotiations with the SFA and that the contractor has been identified. The Governing Body questioned the nature of the community agreement for community access to Stockbridge Lane so as to manage perceptions of the development from the outset. The Board also questioned section 106 negotiations.</p>	
	<p>The Board discussed the work of the Capital Working Group and management confirmed that they would be posted up to the portal imminently.</p>	Clerk
	<p>The Governing Body received the report and noted the latest developments for the Stockbridge lane campus and Kirkby campus and the planning process and structure in place for the disposal of Roby Campus.</p>	Noted
	<p>The Governing Body also approved the Estate Strategy 2015-18.</p>	Approved
10.	<p><u>a) Financial Notice of Concern – Strategic Recovery Plan</u></p>	
	<p>The FD verbally reported the key issues outlined in the four scenarios in the five Year Financial Planning Scenario (tabled) that had been requested by the SFA.</p>	
	<p>The Principal summed up the projected financial recovery outlined in the paper. The Board questioned the timing of the capital receipt from Roby.</p>	
	<p><u>b) Notice to Improve (Apprenticeships)</u></p>	

The Principal spoke to the report which aimed to provide Governors with details of the notice of concern received by the College in relation to the college's failure to meet the minimum standards of performance for Apprenticeships in 2013/14.

The Principal reported that in January 2015, the College was asked to submit a business case in relation to Apprenticeship success rates for 2013/14. That the College was aware that a large number of 'legacy' learners had fallen into 2013-14 and had a significant impact on the overall success rates for all Apprenticeships. On the 31st March, the College received the Additional Schedule 2 Notice of concern in relation to Apprenticeships and the Principal reported on the actions required to meet the requirements as soon as possible. The Principal reported on a meeting with the SFA on Wednesday 22nd April and that a report and action plan will be submitted to the SFA by the first week in May and a further report submitted by 5th June 2015. The Principal reported that the increased apprenticeship activity supported the College strategy and development of Princess Drive as a specialist centre for Manufacturing and Engineering excellence in line with LEP priorities and Liverpool City Region employer demand for skills.

The Governing Body received the report and noted the notice of concern and the actions required by the College to improve performance and to move out of notice.

Noted

11. AS and A2 Review and Planning for 2015-16

The Deputy Principal (DP) spoke to the report which aimed to secure approval from the Governing Body regarding the recommendations following the Faculty Performance Assessment (FPA) and ongoing review of AS and A2 provision at the College.

The DP reported on the key issues from the "Faculty Performance Assessment of AS and A2 provision conducted between 11-13th February 2015".

The Chair reflected on discussions regarding the quality of A level provision, previous discussions and debates on A Level provision, rationale for the hybrid offer and the perceptions presentation at the beginning of the meeting. The Board referred the issue to the Quality Assurance Committee on 13<sup>th</sup> May and delegated authority to the QAC to approve recommendations subject to a more appropriate and detailed report. The Board took feedback from Cllr See and welcomed any member to forward comments to PJ prior to the QA Committee meeting or attend the meeting on the 13<sup>th</sup> May which will look at progressing consideration of the recommendations and quality assurance of any future offer.

Approval delegated to QA

12. Draft Strategic Plan

The Principal spoke to the report which aimed to share with the Governing body the draft Strategic plan, which has been developed by the SLT with Governing body support at the Strategic Planning event on 13<sup>th</sup> February 2015.

The Principal reported that the plan provided a framework for delivering improvements in financial health, improved learner experience and outcomes, a strong and resilient workforce and a culture of enterprise for the college and students. The plan identified the national, regional and local context in which the college operates. The Principal indicated that dynamic nature of the Further Education sector will require the Board to review the plan on an annual basis and develop objectives in line with government policy and local and national changes to the Skills sector.

	<p>The Principal reported that the Leadership team and Governing Body had not formally reviewed the vision and mission of the College and that the recently undertaken perceptions survey provided a useful backdrop for such a review. The Principal indicated that it was management's intention to work with the Board to draw up some initial ideas for an update and that this would be presented at the Governing body on 2nd July 2015 with an one year operational plan before final sign off of the strategic plan.</p>	Principal
	<p>The Governing Body welcomed the succinct and focused nature of the Plan and invited comments to be forwarded to AP.</p>	
	<p>The Governing Body received the report and noted the comments in relation to mission and vision.</p>	Noted
13.	<p><u>Management Accounts (March 2015)</u></p> <p>The Finance Director (FD) spoke to the accounts, which aim to update Governors on the current college financial position and financial performance to date.</p> <p>The FD reported on the key points from the narrative regarding; staffing costs, 16-18 Apprenticeship recruitment, 19+ Apprenticeships (including sub-contracting and carry forward), Classroom Learning (including WorkWorld and Workplace Learning) pay cost as % of Income (68.90%) and that a small underlying operating surplus of £52k was forecasted in 2014/15. The FD confirmed that the level of operating deficit does not breach the loan covenant 'Total Consolidated Income to meet Total Consolidated Expenditure - historic cost deficit not to exceed £200k (exceptional items excluded)' and that there was no breach of the five loan covenants during the month of March 2015. The FD also reported on receipt following sale of Larch Road playing field, that the cash flow statement also assumed full utilisation of the £7m CCIF grant relating to the Stockbridge Lane capital project on 31st March 2015 (an SFA grant condition) and that the College's cash flow would be £3.1m as at 31st July 2015 and £2.3m as at 31st July 2016.</p> <p>The Governing Body queried the accuracy in the narrative regarding payment to LMA (in income page) and questioned where the payment (contribution) to Stockbridge Lane in the cash flow statement was - management outlined where it featured.</p> <p>The Governing Body approved the management accounts for March 2015.</p>	Approved
14.	<p><u>2014-15 Budget Reforecast</u></p> <p>The Finance Director (FD) spoke to the report, which had been to F&amp;GP on 4<sup>th</sup> March 2015 and which aimed to present the 2014-15 Budget Reforecast to the Governing body.</p> <p>The FD reported that the Reforecast for 2014-15 was predicting a small operating surplus and that efforts would continue to be made to maximize income and reduce costs.</p> <p>The Governing Body approved the 2014-15 Budget Reforecast</p>	Approved
15.	<p><u>a) 2014-15 Student Numbers and Funding Report</u></p> <p>The DP spoke to the report which aimed to provide an update on student numbers against targets, to inform the Board of the range of activities already undertaken and planned in order to meet any shortfalls and to alert the Board to any potential risks to under-recruitment.</p> <p>The DP &amp; DBD&amp;ES reported on the overall contract performance, EFA and SFA issues and performance and on-going recruitment.</p> <p>The Governing Body received the report and noted the current student volumes and funding implications.</p> <p><u>b) Recruitment 2015-16</u></p> <p>The Director of Business Development and Employer Services (DBD&amp;ES) spoke to the report which aimed to update Governors on student admissions for the 2015/16 college year.</p>	Noted

The DBD&ES reported on the work of the recently created Recruitment and Marketing Group), the review of enquiry and application process, an update on applications and admissions, marketing, interview evening and open evening, keep warm activities, school liaison and progression enrollments.

The Governing Body reflected on the importance of 2015-16 recruitment in light of the FE Commissioner's comments, discussed the keep warm activities and questioned processes, work with internal progressions and progression with students awaiting interview. The Board questioned assessment of capability for progressing students to achieve at the higher level and management commented on entry criteria, the use of flexibilities and the need to recruit with integrity.

The Governing Body received and noted the report.

Noted

16. Revised Loan Facility Letter

The Finance Director (FD) spoke to the report, which aimed to seek governing body endorsement of the revised Loan Facility letter from Lloyds Bank Plc.

The FD reported on the background to and rationale for the revised loan facility letter.

The Governing Body discussed the nature of the agreement and potential to move to a longer term loan and advised that the market be tested in good time should the need arise. Management reported that they did try to negotiate on the five year term.

The Governing Body approved the revised Loan Facility Letter from Lloyds Bank Plc to include a legal charge on the College's Roby site and duly authorised the Chair to sign on the Board's behalf.

Approved

17. LEP Capital Bids - EOI

The FD & DP spoke to the report which aimed to inform governors of two Expression of Interest (EOI) bids submitted to Liverpool City Region for capital funding.

The FD & DP briefed the Board and the key points from the two EOI submissions for the LCR Centre for Advanced Manufacturing and the Northern Logistics Academy (with St Helens College) in the Collegiate Building at Kirkby Campus.

The Governing Body questioned the 75% funding, need to find £230K (that has been included in the five year financial plan) and that the budget included kit out.

The Governing Body received the report and noted the two EOI applications.

Noted

18. Key Performance Indicators (Dashboard)

The DP spoke to the report 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 the key issues from the Period 6 – April 2015 KPI dashboard and the ALPs Scoring System.

The Governing Body reflected on the need to consider a tolerance level in some KPIs.

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

Noted

19. Quality Improvement Plan – Update Report

The DP spoke to the report which aimed to inform Governors of the Term 2 updates for the key quality improvement actions arising from the 2013-14 Self-Assessment process which the College will be working on during 2014-15.

The DP reported that the report was consistent with the FE Commissioners guidance on QIP and was consistent with the Governor training as reported by PJ



	under item 7.	
	The Governing Body received the report and noted the updates to the Quality Improvement Plan.	Noted
20.	<u>QAA HE Review</u>	
	The DP spoke to the report which aimed to update the Governing Body on the QAA HE review scheduled to take place from Tuesday 5th May. The report outlined the lines of enquiry which inform the indicative areas to be pursued and the review visit schedule.	
	The DP reported on HE at the College, the Higher Education Review's (HER) UK Quality Code for Higher Education (which has three parts) and that the HER's judgment will cover four areas (academic standards, learning opportunities, information about the providers and their courses and how providers enhance student's learning).	
	The Governing Body received and noted the report.	Noted
21.	<u>Audit Committee Annual Report 2013-14</u>	
	The Clerk spoke to the report which aimed to advise and provide an opinion on the adequacy and effectiveness of the College's audit arrangements, its framework of governance, risk management and control, and its processes for securing economy, efficiency and effectiveness.	
	The Clerk reported that the Audit Committee recommended to the report to the Board, flagged the section on the Accountability Review (which fell in the 2013-14 year) and the Audit Committee's system regarding the adequacy and effectiveness of the College internal control system.	
	The Governing Body received and approved the report.	Noted
22.	<u>Use of College Seal</u>	
	The Clerk spoke to the report which aimed to inform Governors of the application of the College Seal to documentation.	
	The Clerk reported on the 'pre contract service agreements with John Turner Construction Group Ltd for the design and construction of the new annex, and KMBC as regards to remodeling/refurnishing of the existing Christ the King building. The College legal solicitors (DLA Piper) advised that the two agreements would require the College Seal; which were duly signed by the College Principal and Finance Director. At its meeting on the 20th March 2015, the Capital Working Group endorsed the arrangements.	
	The Governing Body received and noted the report.	Noted
23.	<u>English College Code of Good Governance</u>	
	The Clerk verbally reported on the code that was published on 31 <sup>st</sup> March and which had been posted up to the portal with a covering note to all Governors on 15 <sup>th</sup> April. The Clerk reported that the code included 60 'musts' and 124 'shoulds' across the Ten Principles and that Principle 9 (Effective Governance Structures) was the busiest Principle with 17 'musts' and 47 'shoulds'. The Clerk reported that he would be talking a paper to Search and Governance on the Code with a view to it being scrutinised and potentially being recommended to the Board for formal adoption.	
	The Governing Body received and noted the report.	Noted

**Date of Next Ordinary Governing Body Meeting – Thursday 2<sup>nd</sup> July 2015**