

**Minutes of the meeting of the Governing Body held on 8<sup>th</sup> October 2015  
at Bistro 36, Roby Campus**

**Present:** Mark Flinn (Chair), Pam Jervis, Anne Pryer (Principal), Aidan Sergent, Brendan Carroll (Student), Tim Molton, Terry Holmes, John McDonough (Student), Tony Zeverona (Staff), Julia Tinsley, Jim Pinsent and Beth Harrison

**In attendance:** Gill Banks (Deputy Principal), Kevin Williams (Finance Director) and Craig Williams (Clerk to the Governing Body).

The Chair reported on the work of the Search and Governance recruitment panel on 30<sup>th</sup> September when it interviewed Joe Keegan and the Committee recommend that Joe Keegan joins the Board from 11<sup>th</sup> November 2015 to 10<sup>th</sup> November 2019. The Governing Body formally approved the recommendation.

Approved

The Chair introduced the 2015-16 context of FE and issues that the Board will be needing to address with a focus on student achievement.

**ACTION**

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|----|---|--------------------|
| 1. | <u>Apologies for Absence</u><br>Tim Gill, Stuart Stokes, Steven Evans and Gary See.   | Noted              |
| 2. | <u>Determination of Observers/Attendees</u><br>The Governing Body agreed attendees/observers at the meeting as per the above attendance list.   | Noted              |
| 3. | <u>Declaration of Interest</u><br>None  | Noted              |
| 4. | <u>Minutes of the meeting held on 2<sup>nd</sup> July 2015</u><br>The minutes of the meeting held on 2 <sup>nd</sup> July 2015 (including the confidential items 11 and 20) were agreed as a true record.   | Approved           |
| 5. | <u>Matters Arising</u><br>Governors considered the report on matters arising from the Ordinary Governing Body meeting on 2 <sup>nd</sup> July 2015 and noted the actions outlined.  | Noted              |
| 6. | <u>Report on F&amp;GP and QA Committees to note</u><br>The Clerk introduced the report in light of the changes in the committee reporting to Board procedure as communicated to Governors on 6 <sup>th</sup> August.<br><br>The Clerk flagged the items that had been approved at Committee, made reference to the links with items on the Board agenda and referred members to the hyperlink in Appendix 1 to the full set of papers on the Governor portal.<br><br>The Board received the report approved the Committee's recommendations and noted the items covered and linkages to the Board agenda. | Approved and noted |
| 7. | <u>Chair's and Governors' Communications</u><br>The Chair recommended the opportunity that Learning Walk represents, following Chris Smith's email to all independent Governors on 28 <sup>th</sup> September.  | Noted              |
| 8. | <u>Principal's Report</u><br>The Principal spoke to the report and verbally expanded on the six issues covered; Area Reviews, Knowsley Strategic Board, Superport and Logistics, Devolution, Labour Party and Student Success Stories.  |                    |

The Principal briefed the Board on support for the logistics bid, expanded on devolution issues (and potential issues with less resources), reported on the pending Merseyside Principals meeting with local MPs and on recent student successes.

The Governing Body questioned whether the AoC had been involved with the recent party conferences.

The Governing Body received the report and noted the information provided.

Noted

9. Area Review (Confidential Item)

This item is the subject of a discrete and confidential minute.

10. Strategic Operational Plan

The Principal spoke to the report which aimed to share with Governors the one year plan for 2015-16, which incorporated the Strategic recovery plan, Strategic aims and objectives for 2015-18 and identified how these relate to the College risk register and risk management in the College.

The Principal reported on the background to the plan and reflected on changes within the sector and scrutiny that the College was under (Ofsted, the FE Commissioners office and the Skills Funding Agency). The Principal reported that the Operational Plan will ensure that the College can demonstrate progress and is robust in its planning assumptions, that it had been worked up by the Senior team and that it sat alongside other key documents (QIP, FE Commissioner Action Plan and Quality Improvement Plan for Apprenticeships). The Principal reported that the Strategic Operational Plan for 2015/16 provided clear actions and accountability against targets set for 2015/16, that it had been shared in draft with the Skills Funding Agency and the FE Commissioner and that it would be will be updated quarterly.

The Governing Body welcomed the plan and questioned phase 3 of the College restructure in terms of whether there would be a phase 4. The Principal made reference to Area Reviews and pending Comprehensive Spending Review. The Board reflected on the possible need for more time to cover strategic considerations.

The Governing Body noted the report and approved the Strategic Operational Plan 2015-16.

Approved

11. Estate Strategy Update

The Chair introduced the report for noting which had been to F&GP Committee (see item 6 above) on 23<sup>rd</sup> September and which aimed to update Governors on the latest developments in the accommodation strategy in relation to Stockbridge Lane, Roby and the Kirkby site.

The report covered the agreement with KMBC to proceed with the build at Stockbridge lane, an update on outstanding documentation for Stockbridge lane, latest position with offers for the Kirkby site (including use of the Collegiate building for Workworld provision at the end of October) and consultation events with Roby residents over the disposal of the Roby Site.

The Board recognised and thanked management for their work on the Estate strategy, received the report and noted the latest developments for the Stockbridge lane campus, Kirkby campus and local consultation re Roby campus.

Noted

12.	<p><u>Notice of Concern (Finance and Apprenticeships – Confidential Item)</u></p> <p>This item is the subject of a discrete confidential minute.</p>	
13.	<p><u>Risk Register and Key Strategic Risks</u></p> <p>The Principal spoke to the report which aimed to provide Governors with an update on the Risk Management Register and the processes to be implemented in 2015/16 to ensure that risk is effectively managed in the organisation.</p> <p>The Principal reported that in 2014-15 the senior team and Governing Body updated the College risk register and identified 14 core risks of which 6 are considered Strategic risks. The strategic risks reflected those areas that the College sees as ‘business critical’ and that the College Operational Strategic Plan for 2015/16 included the risk reference and the level of perceived risk for each of the College’s strategic aims and objectives. The Principal reported that the significant risks for both 2014-15 and 2015-16 are reflected in the Internal Audit Strategy and that in 2015-16, the College had agreed an initial position with regards to the Internal audit plan based on risk and continued rigorous scrutiny by the SFA Finance team, SFA Apprenticeships team, Ofsted and the FE Commissioner. The Risk Register is monitored on a monthly basis by the College risk management group and is reviewed throughout the academic year by the Audit committee. The Principal reported that Area Review would be added as another risk.</p> <p>The Board received the report and approved the risk register</p>	Principal Approved
14.	<p><u>Management Accounts (August 2015)</u></p> <p>The Finance Director (FD) spoke to the accounts 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 the overview, indicating that the financial performance had improved due to actions outlined, that the College had an improved operating year-end balance (due to the SFA funding methodology), that the balance sheet remains strong and that lagged EFA funding will have a significant negative impact in 2016-17.</p> <p>The Governing Body approved the management accounts for August 2015.</p>	Approved
15.	<p><u>Learner Numbers and Funding Report</u></p> <p>The Chair introduced the report for noting which had been to F&amp;GP Committee (see item 6 above) on 23rd September and which aimed to provide an update on learner numbers against target and against allocations from the both the Education Funding Agency (EFA) the Skills Funding Agency (SFA).</p> <p>The report covered the current performance against the EFA Learner Allocation number for 2015-16 (1,503). The report indicated that the College had achieved 74.3% (1,117) of the allocation, down compared with the same point last year. The report indicated that the main contributing factors to numbers being down were the withdrawal of LMA and under recruitment at LFCFC. The report indicated that the SFA allocation has reduced by £1 million for 2015-16, leaving a budget of £1.2 million for class room based learning, that current ASB classroom based numbers were 352, totaling £879 and that 24+ loan recruitment had been strong and with 133 learners on programme (the total loan uptake in 2014-15 was 115). The reported indicated that recruitment activities were continuing with targeted campaigns, extensive liaison with Local Authority Officers regarding NEET students and plans for in year courses.</p> <p>The Board questioned as to why numbers had dropped and management reported on changes in sub-contracted provision and partner recruitment performance. The Board questioned changes in demand for particular vocational areas and recognised improvement in internal student progression to the next level of learning.</p> <p>The Board received the report and noted the current volumes of students enrolled for 2015-2016 and potential funding implications.</p>	Noted
16.	<p><u>Updated 3 Year Financial Forecast</u></p>	

The FD spoke to the report which had been considered at the F&GP Committee on 23<sup>rd</sup> September) and which aimed to seek retrospective approval of the Revised Budget for 2015-16 and updated 3-Year Financial Plan.

The FD reported that as part of the Financial Notice of Concern the College was required to submit an updated 3-Year Financial Plan by the end of September 2015. The updated Financial Plan was required to take account of the latest enrolment numbers for 2015-16 and the updated 3-Year Financial Plan (item 16i) was duly submitted on 30<sup>th</sup> September 2015 to the SFA and the FE Commissioner. The FD reported on the key factors impacting on the updated 3-Year Financial Plan as being the 16-18 recruitment, changes to HE provision and the discontinuation of a subcontractor.

The FD reported on income, staff budget, non-pay budget, other financial issues and Gearing and flagged that the 2016-17 and 2017-18 were indicative budgets at this stage (given pressures on staffing ratios). The FD reported on the health score of good which should move to outstanding in due course.

The Board questioned and it was confirmed that the revised budget would be the basis for future management accounts and queried the actual rate of savings that management were seeking to make in year. The Board questioned work in securing due funds from LMA given that the College had honoured contractual obligations before LMA had withdrawn.

The Board noted, acknowledged and congratulated management on a significant achievement with the 2014-15 year end position.

The Board approved the revised budget for 2015-16 and Up-dated 3-Year Financial Plan.

Approved

17. HR Annual Report 2014-15

The Principal spoke to the report which aimed to provide members with an up-date on the main areas of work undertaken by HR during 2014-15, an update on the main workforce statistics and a schedule of policies and procedures to be updated in 2015-16.

The Principal reported that staffing restructures in January 2015 and May 2015 resulted in an in year saving of £860K, that the Introduction of new OTL process were linked to staff Appraisal, that in comparison to 2012 there has been a 40% reduction in the staffing establishment (current numbers 218), that 66% of the staffing establishment are female and 12% had disclosed a disability and that staff absence through sickness has reduced in year and was 2.2% in 2014-15 (compared with national average of 8.4%).

The Board questioned and noted that the Home Working Policy for assessors who live out of area.

The Board noted the contents of the HR Annual Report and approved policies for Home Working and Equality.

Noted and approved

18. Attendance and Retention – Strategy and Policy

The Deputy Principal spoke to the report which aimed to present the updated Attendance and Punctuality Policy and Retention Strategy 2015/16.

The Deputy Principal reported on the key points in the revised Attendance and Punctuality Policy and Retention Policy.

The Board reflected on the priority of attendance data.

The Board noted the report and approved the amendments to the Attendance and Punctuality Policy and Retention Strategy.

Approved

19. Progress Against KPIs and Targets

The Chair introduced the report for noting which had been considered at the F&GP Committee (see item 6 above) on 23<sup>rd</sup> September and QAC on 30<sup>th</sup> September. The report aimed to present the updated 2014-15 performance outturns against Key Performance Indicators (KPIs) and to present the 2015/16 KPIs and updated template which will be used to measure success in the forthcoming academic year.

The report covered the key points in 2014-15, changes for 2015-16 and commented on the dated information available on the Ofsted Data Dashboard.

The Chair invited new members to have clarification discussions with management on the KPI framework outside of formal governance meetings.

The Board received and noted the updated KPIs for 2014-15, the 2015-16 KPIs, targets and priorities and noted the Ofsted Data Dashboard 2013-14 College performance.

Noted

20. College Indicative Learner Outcomes 2014-15

The Chair introduced the report for noting which had been to QA Committee (see item 6 above) on 30th September. The report aimed to provide progress to date with regards to classroom based outcomes from 2014-2015.

The report indicated that performance reviews introduced in 2014-15 had increased accountability across delivery teams and heightened the importance of quality data, that closer scrutiny of end of year data 2014-15 provided a quicker 'clean' dataset and improve performance projections, that the 2014-15 best case outcomes for 16-18 show decline of 0.4%, that the 2014-15 best case outcomes for 19+ show 6.6% increase, that the 2014-15 overall best case outcomes show 2.1% increase and that work was still on going to secure further success rates prior to final ILR submission in October 2015.

The DP reported on a final success rate figure of 83.2%, tabled a paper on the College's performance compared with other Colleges in the City Region in 2013-14 and expanded on curriculum requirements for students with English and Maths needs as a 'condition of funding'.

The Board recognised and congratulated management on the improved performance even with the new condition of funding on English and Maths.

The Board received and noted the report.

Noted

21. Safeguarding Annual Report 2014-15

The Chair introduced the report for noting which had been to QA Committee (see item 6 above) on 30th September. The report aimed to give assurance to the Board on the management of safeguarding

The report gave a detailed over view and analysis of 2014-15 safeguarding referrals (compared to the last five years) and gave an overview of wider College activity to keep students safe.

The Board received and noted the report and proposed next steps.

Noted

22. 2015-16 Governance KPIs and Development Plan

The Clerk spoke to the report which aimed present the Governance KPIs and Development Plan for 2015-16 for consideration, comment and approval.

The Clerk reported that the Governance KPIs and Development Plan had been worked up with the Chair over the summer in light of the self-assessment on the 'Code of Good Governance for English Colleges' - which had been approved by the Board 2<sup>nd</sup> July 2015.

The Board discussed the possible opportunity for one or two Governors to attend the national AoC conference in November.

The Board noted the report and approved the Governance KPIs and Development Plan for 2015-16.

Approved

**Date of Next Ordinary Governing Body Meeting – Thursday 10<sup>th</sup> December 2015**