



Minutes of the meeting of the Governing Body held on 12th February 2016 at Suites Hotel, Knowsley

Present: Mark Flinn (Chair), Pam Jervis, Anne Pryer (Principal), Gary See, Tim Molton, Joe Keegan, Jim Pinsent, Terry Holmes, Aidan Sargent, Denise Connolly (Staff) and Benjamin Bennett- Stanley (staff)

In attendance: Gill Banks (Deputy Principal), Kevin Williams (Finance Director), Chris Smith (Director of Curriculum and Learner Services) Andrew Ellams (Director of Business Development and Employer Services), Scott Winter (ICCA for item 9) and Craig Williams (Clerk to the Governing Body).

The Chair welcomed Denise Connolly and Benjamin Bennett-Stanley to their first Board meeting.

The Board agreed to take item 9 (Structure and Prospects Appraisal) first.

ACTION

- 9. Structure and Prospects Appraisal
This item is the subject of a discrete and confidential minute.
Gary See left the meeting after item 9.
- 1. Apologies for Absence
Apologies from Julia Tinsley, Tim Gill, Beth Harrison, and John McDonough (Student) Noted
- 2. Determination of Observers/Attendees
The Governing Body agreed attendees/observers at the meeting as per the above attendance list. Noted
- 3. Declaration of Interest
None Noted
- 4. Minutes of the meeting held on 10th December (including Confidential Minute)
The Board raised a typographical error on top of page 4. Subject to amendments on page 4, the minutes of the meeting held on 10th December 2015 (including the confidential item 11) were agreed as a true record. Approved
- 5. Matters Arising
Governors considered the report on matters arising from the Ordinary Governing Body meeting on 8th October 2015 and noted the action outlined. Noted
- 6. Report on Capital Working Group (CWG - 27th January 2016)
The Clerk spoke to the report which aimed to inform the Board of the key activity from Committee meetings from 10th December 2015 to 11th February 2016.
The Clerk reported on the items from the Committee that had been approved and those which have been recommended to the Board whilst making reference to the items that were due to be considered by the Board that afternoon under item 10.
The Chair of the CWG and Principal reported on discussions at the CWG and flagged the recommendation from the Group to proceed on the accelerated basis. The Board reflected on a challenging position and risks and challenges involved with all options discussed in detail at the CWG. The Board formally approved the CWG's recommendation to:
 - Support management plans to progress on an Accelerated Option basis and Approved

keep faith to the Board's estate strategy that the Board believes delivers value to the community of Knowsley.

- Endorse the Principal to respond on behalf of the College to the SFA's draft revised CCIF grant condition letter by the set deadline of 5th February 2016.

Approved

The Board received the report, noted the activity outlined and approved recommendations from Committees (whilst noting that some items were being covered in more detail as part of the meeting agenda).

7. Chair's and Governors' Communications

The Chair reported on his attendance at the Launch of City Region Visitor Economy Week (8th Feb) and the 4th SFA Case Conference (27th January).

Noted

8. Principal's Report

The Principal spoke to the report and verbally expanded on the four issues covered; Area Reviews and Devolution (the Principal expanded on her lead work on the Back to Work strand), Notices of Concern, Employer Engagement Update and Student Stories.

The Board thanked the College for their support with Hope Primary School who secured the Quality Reading Mark award with which the College had assisted.

The Board received the report and noted the information provided.

Noted

10. Estate Strategy Update & Disposal of Kirkby Campus

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.

The Principal reported that the CWG had met on 27th January 2016 (see item 6) and expanded on the demolition and sale of Kirkby campus, the SMART Logistics Academy, Roby campus and Stockbridge Lane (which has its own financial risks as outlined in the financial implications).

The Principal reported on progress with the bridge on the north end of the site.

As part of the accelerated programme of work approved by the CWG there are a number of technical aspects of the accelerated programme that also require Board approval:

- i. approval for the Principal to negotiate and enter into the variation to the Underwriting Agreement which will increase the Authority's total underwrite from £1 million to £3 million, and which will cover both the remodeling works and the annex works; and
- ii. approval for the Principal to sign the letter to the Authority which clarifies the Councils underwrite of £3 million and agrees to indemnify the Authority in respect of costs which exceed £3 million under the Letter of Intent;
- iii. approval for the Principal to negotiate and enter into the variation to the Advanced Payment Deed which will allow the Authority to draw on monies held to pay for the accelerated works;
- iv. approval for the Principal to negotiate and enter into a deed of appointment in respect of Armsons, in the role of independent certifier for the remodeling works.

Approved

Approved

Approved

Approved

The Board questioned timelines for the receipt of funder's approval (as the facility is

owned by 12 international organisations) and the Principal reported on today's due date and the daily dialogue with Transform and gave assurance that the funders would be signing it off. The Board questioned indemnity implications involved with the funder's approval and the initial timelines for securing the required approval.

It was recognised that, In due course, the College's governors will also be asked to approve entry into other documents, including the Agreement for Lease and Services Agreement.

The Board thanked the Executive team and Board members support for their work in progressing what has been a challenging process.

The Board noted the report.

11. Notice of Concern (Finance & Apprenticeships)

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

12. Management Accounts (November/December 2015)

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. It was noted that accounts were supplied monthly in electronic format to all Governors. The Board agreed to focus on the December accounts and the FD reported on the key points as outlined in the overview.

The Board approved the management accounts for November and December 2015.

Approved

13. Budget Reforecast

The FD spoke to the reforecast which aimed to present the Budget Reforecast for 2015-16 and Capital Programme Budget.

The FD reported on the changes in revenue and capital funding and indicated that the January management accounts will reflect the recently approved accelerated programme of capital funding for Stockbridge Lane. The result from changes presented in the report is a change in the anticipated surplus from £511k to £181k. The FD reported on his sensitivity analysis and briefed members on the impact of changes in income and negotiations with the Council on non-domestic business rates liabilities for Kirkby campus. The FD also expanded on the virement that had been included in the reforecast and detailed capital expenditure in relation to Logistics Academy in Kirkby and Stockbridge.

The Board questioned St Helen's contribution to the Logistics Academy and the FD briefed the Board that the figures represented KCC's contribution to the College's resource. The Board observed that the College had overestimated the volume of 24+ loans and that it would be questioning future estimates in more detail in due course and management reported on the national context and internal discussions on 24+ loans. The Board questioned and had confirmed that the reforecast would be basis for the January accounts that would include the full cash flow.

The Board approved the revenue and capital Budget Reforecast for 2015-16.

Approved

14. Learner Numbers and Funding Report

The FD spoke to the report which aimed to provide an update on learner numbers against target and against allocations from both the ETA and SFA.

The FD and DC&LS reported on current EFA numbers (1,076), that the College is anticipating that the 2016-17 allocation will be uplifted to 1,100 students, that current adult classroom based numbers are up to 628 (including 223 WorkWorld students), that 24+ loan numbers are 100, that a NEET curriculum programme has made 19 offers from 33 referrals there have been 19 offers made to start a programme of study in February 2016 and that negotiations with the Princes Trust continue to progress with an anticipated start at Kirkby Fire Station in April 2016.

	<p>The Board received the report, noted the current volumes of students enrolled for 2015-2016 and the potential funding implications.</p>	Noted
15.	<p><u>Contract Changes and Staffing Efficiencies</u></p> <p>BB-S, DC and CW declared an interest.</p> <p>The HR Manager spoke to the report which aimed to update members on the progress on contract change.</p> <p>The Principal reported that the College aimed to implement the new terms and conditions for Managers and support staff from 1st February 2016 and that the College management team continued to engage with Staff representatives to achieve a solution. The HR Manager verbally briefed the Board on the latest position following the compromise to delay the introduction of changes to salaries until August 2016 (costing £120k as outlined under item 13 Budget Reforecast) and negotiations with the Unions which unfortunately has come to an impasse. The Head of HR reported on the next stage which involved dismissals and re-engagement on new contracts. The Principal reported on discussions with Unions that did not come up with any proposals as the Unions indicated that the College position was so far away from Union requirements. The Principal briefed members on the cost of delaying implementation to August and that the College did not have the resources to address the Union requirements.</p> <p>The Board discussed the risks involved with the position (such as industrial action), questioned any redundancy liabilities (none due to offer of re-engagement) and reflected on the work undertaken by management to remove other College costs before considering delivery costs.</p> <p>The Board reflected on previous discussions and approval of actions to resolve the financial position of the College.</p> <p>The Board noted the report.</p>	Noted
16.	<p><u>Strategic Operational Plan 2015-18 Up-date</u></p> <p>The Principal spoke to the report which had been discussed at F&GP on 11th Nov under item 13 and Board on 12th Dec under item 9 and which aimed to make Governors aware of the latest changes to the plan and how this will be shared with the Governing Body. The Principal made reference to the latest version of the detailed Strategic Operational Plan that had been posted up to the meeting folder on the Governor Portal.</p> <p>The Principal made reference to the key points in the report on Apprenticeships, attendance, SAR & QIP, new finance system, new marketing materials (as shown around the meeting room), curriculum planning, Invest to Save (as per presentations at the Away Day Session) and the continued challenges with Stockbridge Lane.</p> <p>The Board requested that the Plan be reviewed in light of discussions earlier in the day.</p> <p>The Board noted the recent update to the Strategic Operational Plan and the progress against all four strategic aims in 2015-16.</p>	Noted
17.	<p><u>Quality Improvement Plan 2015-16 – Update</u></p> <p>The Deputy Principal spoke to the report which aimed to present the updated 2015/16 Quality Improvement Plan (QIP – which is located in the meeting folder on the portal).</p> <p>The DP reported that the QIP was a dynamic document which is updated monthly and monitored through SLT and Performance and Quality group meetings. The QIP had recently been up-dated following the Quality Assurance visit and that a post review action plan has been developed to provide a specific focus on particular areas of improvement.</p> <p>The Board noted the updated QIP for 2015-16.</p>	AP Noted
18.	<p><u>Attendance and Retention</u></p> <p>The Deputy Principal spoke to the report which aimed to inform Governors of the attendance and retention rates up to and including January 2016.</p>	Noted

The DP reported on attendance (below target) and punctuality (below target) and retention (comparable with 2014-15 but below target). The DP briefed members on internal procedures and discussions on attendance and the national context.

The Board raised a query of any factors impacting on the different attendance performance and the impact of English and Maths and the DP reported on time tabling issues for English and Maths with a priority focus on the student experience.

The Board noted the report outlining current average attendance, the retention rate up to and including January and the strategies currently being used across College to improve attendance and punctuality.

Noted

19. Progress Against KPIs and Targets

The Deputy Principal spoke to the report which aimed to present the updated 2015/16 performance outturns against Key Performance Indicators (KPIs) and targets used in the College to measure success in 2015-16.

The DP reported on activity to address NEET with Princes Trust, attendance and punctuality, retention, utilization (class sizes have increased from 11.8 in 2014-15 to 13.4) sickness absence, timely success rates from Apprenticeships and that the dashboard would be updated to reflect the new Education and Training methodology once the national data service releases the validated 2014-15 outcomes in March.

The Board thanked the Executive for the key document that enables the Board to monitor KPIs.

The Board noted the KPIs for 2015-16 report.

Noted

20. Mid-Year Report on Governance KPIs and Development Plan

The Clerk spoke to the report which aimed to present the mid-year review of the Governance KPIs and Development Plan for 2015-16.

The Clerk reported on the RAG rated update, flagged Governor attendance as a key concern, flagged the need for Governors to undertake Learning Walks in the spring term and updated the Board on progress against the other KPIs and agreed development activity.

The Board noted its performance against the approved Governance KPIs and Development Plan for 2015-16.

Noted

Date of Next Ordinary Governing Body Meeting – Thursday 21st April 2016