



**NON-SCHEDULED MEETING OF THE KNOWSLEY COMMUNITY COLLEGE  
GOVERNING BODY HELD At 5.30 pm ON THURSDAY 9 NOVEMBER 2017  
IN THE BOARD ROOM. KNOWSLEY COMMUNITY COLLEGE**

**MINUTES**

**PRESENT:** Mark Flinn (**Chair**), Anne Pryer (Principal), Jim Pinsent, Tim Molton, Aidan Sergent, Pam Jervis, Julia Tinsley, Joe Keegan and Benjamin Bennett-Stanley.

**IN ATTENDANCE:** Susan Jee (Chair SHC), Dr J Burford (from agenda item 10) Gill Banks (Deputy Principal), Stuart Arnfield (Director of Finance), Chris Jones (Clerk to the Governing Body).

The Chair of the Governing Body thanked all Governors and SLT members for attending today's non-scheduled meeting. It was noted that the dissolution meeting is planned to take place at 10.00 am on Friday 1 December 2017.

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Terry Holmes and Denise Connolly. Dr J Burford also apologised for lateness, as she was attending a meeting at Knowsley CC planning department in connection with the sale of the Roby Site.

At this point, the Chair announced the resignation of Ms B Harrison, who had unfortunately resigned from the Governing Body due to work and family commitments. The Governing Body thanked Ms Harrison most sincerely for her services and contribution as a Governor of Knowsley CC, and sent their best wishes to her for the future.

**2 DETERMINATION OF OBSERVERS/ATTENDEES**

The Governing Body agreed observers/attendees as per the above attendance list.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest notified.

**4 APPOINTMENT OF STUDENT GOVERNOR**

The Clerk reported that the appointment of the Student Governor was delayed, with the reasons outlined. The Student Governor post therefore currently remained vacant, which would be addressed as soon as possible.

## **5 MINUTES FROM THE PREVIOUS MEETING HELD ON 14 SEPTEMBER 2017**

The open and confidential minutes of the previous meeting held on 14 September 2017 were accepted as a true and accurate record, subject to one typographical error in minute 15 second paragraph re: a misspelling of the word 'fulfil'.

## **6 MATTERS ARISING**

### **a Minute 7 p1 – Merger update**

It was noted that the Transition Agreement would need to be extended to the date of merger.

## **STRATEGY:**

## **7 MERGER UPDATE**

This item was considered to be confidential by the Governing Body with the details therefore recorded within the confidential minutes of this meeting.

## **8 'A' LEVEL PROVISION IN KNOWSLEY: PROGRESS REPORT**

The Deputy Principal provided an update on the 'A' Level provision developments in Knowsley.

It was noted that the Executive had attended an 'A' level summit meeting with positive follow-up meetings held to discuss the provision at KCC, which is now featured in the KCC prospectus. The developments have been welcomed by Knowsley Borough Council. A student 'A' level interview date is scheduled next week with 60 applications received thus far. Collaboration developments are also underway with a St Helens 6<sup>th</sup> form college, which has been welcomed by the Executive.

The 'A' level provision in Knowsley progress report was accepted by the Governing Body as presented.

## **PERFORMANCE:**

## **9 URGENT ITEM - STRATEGIC COLLEGE IMPROVEMENT FUND**

The Deputy Principal reported that an invitation had been received from the DfE to participate in a Strategic College Improvement Fund (SCIF) which was a pilot project to support the performance improvement agenda. Following attendance at a recent conference, the Executive proposed submitted a proposal including the following strands:

- 'A' levels, focusing on academic standards/rigour and enrichment (in partnership with Carmel College);
- GCSE English and maths (higher grades) including support from the Dean Trust;
- Apprenticeships – in collaboration with a good College, currently being sought;
- Tracking and monitoring data.

The deadline for submission is 20 November 2017 with the bulk of the grant to be spent by March 2018. The associated match funding is that colleges normally have to match fund every £3 with £1 and the bid is for up to £250k for performance improvement.

It was **RESOLVED** by the Governing Body to endorse the submission of the development of an application for the SK College Group to participate in the SCIF pilot project, as outlined above, with delegated authority awarded to the Chair to approve and sign the bid following review by a small group of identified Governors.

**10 COLLEGE PERFORMANCE OUTCOMES FOR 2016/17 (including English and maths)**

The Deputy Principal presented a report which informed Governors of the outcomes for 2016/17 for both Education and Training, including English and maths, plus Apprenticeship outcomes. The report also included the headline results for 2016/17 for the Combined SK College Group, which were also being provided to OFSTED.

Attention was drawn to the significant current improvement in attendance at KCC, with overall attendance reported at 86.4% compared to 81.8% the previous year. Attendance in English and maths was reported at 80.9% compared to 74% the previous year. It was noted that ‘at risk’ learners had been addressed through a more rigorous approach being applied to the Student Performance Policy with 417 ‘On Track’ reviews having taken place resulting in 78% of students being retained during this process.

It was noted that retention rates had declined to 85.9%, but that overall pass rates for Education and Training remained high at 95.6%.

Overall outcomes were reported as remaining at the National Rate at 82.1%, 16-18 outcomes were reported at 78.6%, ie 0.5% points below the National Rate of 79.1%. 19+ outcomes were reported at 85.4%, ie 0.5% points below the NR of 86.1%.

The outcome position in relation to English and maths at KCC for 2016/17 was also detailed within the presented report. It was reported that the impact of functional skills has had a negative impact on the English and maths outcomes of 2.1%, with the national rates also reported as being very low.

The Combined SK College Group outcomes were summarised as follows:

**SHC - Classroom based**

Age group	Leavers	Ach overall % (NR %)	Nat Provider Rate %
16-18	3,629	83.5 (+4.4)	79.1
19+	2,457	87.5 (+1.4)	86.1
All	6,086	85.1 (+3.0)	82.1

### KCC - Classroom based

Age group	Leavers	Ach overall % (NR %)	Nat Provider Rate %
16-18	1,833	78.6 (-0.5)	79.1
19+	1,951	85.4 (-0.7)	86.1
All	3,784	82.1 (0)	82.1

### Combined – Classroom based

Age group	Leavers	Ach overall % (NR %)	Nat Provider Rate %
16-18	5,462	81.8 (+2.7)	79.1
19+	4,408	86.6 (+0.5)	86.1
All	9,870	84.0 (+1.9)	82.1

A question was asked about the national rates and whether these represented the position that the College should achieve, or whether these provided a benchmark position only. The response was that it was a position that colleges should either achieve or exceed. However, the variety of provision delivered within colleges was acknowledged by Governors, which can make it difficult in reaching common measurements against national averages in other non-GFE institutions.

Following a question from the Governing Body about the poor English outcomes, the Deputy Principal reported that an appeal had been lodged with the awarding body, with a subsequent complaint lodged by the College, resulting in a detailed report, which had been accepted by the College. Examination preparation was now under close review at both Colleges, as the predictions at KCC had been accurate. It was noted that a higher focus on course work was probably the cause of the poor outcomes and this was currently being addressed. The awarding body report would be shared with the English and maths link Governor.

**ACTION: Deputy Principal to forward the awarding body report to the English and maths link Governor**

The College and SK College Group performance outcomes report for 2016/17 was accepted by the Governing Body.

## 10 UPDATE ON NOTICES OF CONCERN – OCTOBER 2017

This item was considered to be confidential by the Governing Body, with the details therefore recorded within the Confidential Minutes of this meeting.

## 11 APPRENTICESHIP REPORT

The Deputy Principal presented a report which updated the Governing Body on the current apprenticeship position.

The apprenticeship overall position was reported at 52% (KCC) which was 16.9% below the national provider rates and 74% (SHC) which was 5.1% above the national provider rates.

It was noted that the position at KCC was primarily attributable to one particular sub-contractor and without this data, the position improved to 61.9%.

It was also noted that the withdrawal of one company from the apprenticeship programme would affect overall achievement rates in 2017/18, and the College was in discussion with the ESFA about this issue.

The Governing Body asked about the reasons for the low outcomes in some areas of provision, with the details summarised, and assurances given that this had subsequently been addressed.

The current position regarding apprenticeship recruitment was outlined which, according to employer feedback received, was slow because of the requirement for 20% off-the-job training, which represents a full day in training. The College had submitted a bid to the ESFA for an Apprenticeship Non-Levy application for the period January 2018 to July 2019, with an outcome awaited.

The apprenticeship report was accepted by the Governing Body as presented.

## **12 LEARNER RECRUITMENT 2017/18**

This item was considered to be confidential by the Governing Body, with the details therefore recorded within the confidential minutes of this meeting.

## **13 SAR 2016/17 AND QUALITY IMPROVEMENT PLAN 2017/18 UPDATE**

The Deputy Principal updated the Governing Body on the position relating to the SAR for 2016/17 and provided an update on the 2017/18 Quality Improvement Plan.

It was noted that the QIP has been drafted as part of the Restructuring Fund bid and was currently being regularly monitored both by the Executive Team and the internal Quality and Curriculum Committee. The SAR processes had been aligned at both Colleges, with SAR panels currently being scheduled at Faculty level at both Colleges, leading to the production of a SK College Group SAR for presentation to the Board in January 2018. Governor representation on the SAR panels at KCC was being arranged.

The report relating to the SAR 2016/17 and Quality Improvement Plan for 2017/18 was accepted by the Governing Body.

## **14 TEACHING, LEARNING AND ASSESSMENT**

The Deputy Principal updated the Governing Body on the position regarding Teaching, Learning and Assessment.

It was reported that in 2016/17, 89% of T,L&A practice was judged to be effective ie good or better. This had been supported by numerous 'walk throughs' as scheduled in the quality improvement calendar. Formal observations of student work were observed in term 3 including the quality of assessment and feedback. Audits of schemes of work, teaching files, course files, lesson plans, markbook and feedback were undertaken as part of the processes. Assessment feedback has been identified as a key driver for improvement in 2017/18. It was confirmed that observations and walk-throughs are currently announced.

The Teaching, Learning and Assessment report was accepted by the Governing Body.

## 15 LEARNER VOICE 2016/17

The Principal presented a report which updated the Governing Body on activity to capture the learner voice during 2016/17.

It was noted that Student representative training takes place during the first four weeks of term to support the Learner Voice strategy of capturing feedback from course groups. There were 53 Learner Representatives recorded as supporting the Learner Voice in 2016/17. The 'You said, we did' campaign communicated with all learners through posters and weekly students' notices. SLT feedback meetings were held termly, with learner representatives sharing first hand their issues, and SLT responding where possible on the day. The positive impact achieved from this feedback mechanism was detailed in the presented report. The areas of the survey which were less positive provided key drivers for improvement for 2017/18.

Three internal surveys also took place during the year in addition to the external FE Choices survey, with the details also provided in the presented report. It was noted that the on-programme survey results demonstrated an overall learner satisfaction of 97.35% in response to 'teaching on my course is good' based on responses received from 1064 learners and, in the majority of questions, positive response rates were received. The Deputy Principal added that the survey outcomes formed part of the business development dashboard, which has provided a platform for staff to have the ability to delve more into the detail as part of a continuous improvement strategy.

The Governing Body suggested that the exit survey questions should mirror the on-programme survey questions, which was accepted by the Executive.

**ACTION: Deputy Principal to review the student survey questions to be the same at all points**

The Learner Voice 2016/17 report was accepted by the Governing Body as presented.

## 16 MANAGEMENT ACCOUNTS: YEAR-END 2016/17 AND SEPTEMBER 2017

The Director of Finance (SHC) presented the Management Accounts for the period ended 30<sup>th</sup> September 2017.

It was reported that the year-end financial audit was currently underway, with no significant issues identified to date. The final draft year-end reports would be presented to the Audit Committee which had been scheduled to take place on 29 November 2017.

A letter was also tabled which had been received from the ESFA, which was in response to the submission of the College's financial Plan 2017 to 2019, the details of which was summarised and noted by the Governing Body.

It was reported that an operating deficit of £1,027k was forecast for 2016/17. The forecast operating performance reported to the bank (which takes account of severance and merger-related costs) was reported at a deficit £789k. This forecast was believed to be a realistic estimate of the year-end position. The deficit forecast was due to disappointing enrolment numbers across all of the income streams, as detailed in the presented report. The shortfalls in adult loans and in HE income were particularly highlighted.

It was noted that the College was developing plans to improve income through in-year enrolments and would be looking closely at what savings could be made from pay and non-pay costs throughout the year, to try and improve the forecast. It was also noted that the impending merger with St Helens College would result in the production of a SK College Group financial reporting system post merger, and the combined College Group would have more scope to improve the financial health of the organisation through both efficiencies and growth. A revised forecast for the SK College Group was being drafted, the details of which would also be shared with the FE Commissioner in preparation for his visit on 17 November 2017.

The Chair reminded the Governing Body about the continuing financial challenges going forward.

It was **RESOLVED** by the Governing Body approved the Management accounts for the period 30 September 2017.

## **17 RISK REGISTER UPDATE**

The Principal presented a report which provided the Governing Body with a report on the latest position regarding the risk register for 2016/17 and provided assurances that there was also a risk register in place for 2017/18. It was noted that the updated risk register had been posted on the Governor portal for ease of access to Governors.

The risk register update was accepted by the Governing Body.

## **18 DATE AND TIME OF NEXT MEETING: 10.00 am on Friday 1 December 2017 (tentative date).**