

### ST HELENS COLLEGE CORPORATION

### RE-SCHEDULED MEETING OF THE CORPORATION

### HELD AT 11.00 am ON THURSDAY 12 MAY 2016

### IN ROOM A103, TECHNOLOGY CENTRE

#### O P E N M I N U T E S

**MEMBERSHIP:**

\* Cllr J Banks \* Mrs E Brocklehurst

\* Dr J Burford Ms D Charnock

\* Mr R Clarke **(Chair)** \* Mrs S Jee

 Mr N Hall \* Mrs J Heap

 Ms T Litherland \* Prof A McLean

\* Mr J Middlehurst Ms J Morris

\* Mr P Round Mr K Sanderson

 Mr N Shore

2 External Vacancies

\* Denotes Member Present

**IN ATTENDANCE:**

Mr R Molloy, Deputy Principal (Finance, Estates and ICT) (for the meeting only)

Mrs C Lascelles, Director of Contracts and Data Analysis

Mrs V Roberts, Vice Principal (for Governor Development session only)

Mr M Wigfield, Head of Department, STEM and Arts and Social Sciences (for Governor Development session only)

Mrs C Jones, Clerk to the Corporation

**GOVERNOR DEVELOPMENT:** Mrs V Roberts, Vice Principal, had been invited to today’s meeting to provide an update on the College’s HE Strategy. Mrs Roberts was accompanied by Mr M Wigfield, the Head of Department for STEM and Arts and Social Sciences. The headlines included that, out of 78 students completing degrees in 2014/15, 24% achieved a first,68% achieved a 2:1 and 97% achieved a 2:2 or above. The last QER summative review in 2012 had resulted in excellent outcomes. The College has produced a HE Strategy and an Access Agreement was approved by OFFA, which had included the demonstration of widening participation. The current HE university partnership arrangements were summarised. The University St Helens brand has been launched and is becoming well-recognised. Implementation of the HE strategy is supported by a full internal HE committee structure. The HE fees and income structure was summarised, including the financial support offered to students should they choose to study at

St Helens College. Internal progression was being actively addressed with thanks given to Ms M McLean for her support in this area. Reference was made to the National Student Survey, with the student voice being a primary element of the Strategy.

Future plans were summarised and included curriculum development, special interest groups, employability, increased student recruitment, changes in Consumer Law obligations, enhanced central data. Following a question from Governors, it was confirmed that the major competitors for the College were the local universities rather than local colleges.

**Mrs V Roberts and Mr M Wigfield left the meeting at this point and were thanked for their presentation**

**3012 DECLARATIONS OF INTEREST**

Dr J Burford, Mr R Molloy and Mrs C Jones declared an interest in Minute Number

3023 relating to the Disciplinary and Grievance Procedure for Senior Postholders and the Clerk.

**3013 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr N Hall, Ms D Charnock,

Ms T Litherland, Ms J Morris, Mr N Shore and Mr K Sanderson.

**3014 NOTIFICATION OF URGENT BUSINESS**

 There were no items of urgent business notified.

**3015 MINUTES OF THE PREVIOUS CORPORATION MEETINGs:**

 **3015.1 21 March 2016**

It was **RESOLVED** that the minutes of the previous meeting held on

21 March 2016 be **agreed** and signed as a correct record.

**3015.2 19 April 2016 (Non-scheduled meeting)**

It was **RESOLVED** that the open and confidential minutes of the previous meeting held on 19 April 2016 be **agreed** and signed as a correct record.

**3016 MATTERS ARISING**

**3016.1 21 March 2016**

There were no matters arising from the above minutes.

**3016.2 19 April 2016 (Non-scheduled meeting)**

There were no matters arising from the above minutes

**STRATEGIC ITEMS:**

**3017 AREA REVIEWS/MERGER PROGRESS REPORT**

The Principal reported that the first Area Review Steering Group was scheduled later today, to be attended by the Chair and Principal, with the associated documentation previously circulated to Governors. The schedule of meetings was summarised.

 The remainder of this item was considered to be confidential, with the details therefore recorded within the confidential minutes of this meeting.

**3018 STRATEGIC PLAN 2015-2018: MID-YEAR PROGRESS REPORT**

The Principal presented the Strategic Plan mid-year progress report, which was rag-rated for ease of reference. The following corporate targets were particularly highlighted:

* CP1:
	+ Increasing the amount of outstanding Teaching, learning and assessment: This was well on track and an AoC Beacon Award is being submitted in relation to the marginal gains tool.
	+ GCSE courses: The target of 85% will not be achieved
	+ Attendance: This is reported at 88% which is below the target.
	+ Functional Skills/Eng and maths: English is predicted to be near to 55% (A\*-C) which is a significant increase on the previous year. Maths remains a challenge which is due to both attitude and perception of ability to learn maths. Staff sickness has also been a contributory factor, which was discussed in detail at this week’s meeting of the Standards and Curriculum Committee.
	+ Apprenticeships: The apprenticeship success rates will not meet target, with functional skills in relation to one department being a significant contributory factor, which is being reviewed by SLT.
	+ AS levels: It is predicted that the AS level success rates will improve this year.
	+ 14-16s: The current positive improvement position was summarised with the progress 8 measures to be further clarified.
* CP3:
	+ Staff costs as a percentage of income: This remains high and remains a constant challenge under constant reviewed by SLT.
* CP4:
	+ Commercial Income: Following a question from the Corporation, the term commercial income was clarified. The Principal provided commercial packs for the information of Governors. It was confirmed that commercial and full cost income targets are predicted to be achieved by the year-end. It was **agreed** that commercial income reports will be included in the Corporation papers for the information of Governors.
* CP7:
	+ Northern Logistics Academy: The launch of the Northern Logistics Academy is due in September 2016.
	+ Traineeships: A lot of work had been undertaken to enhance the traineeship provision across the College.
	+ Employability: An audit of employability work experience was currently being undertaken throughout the College.
	+ Value added: The College’s positon remains excellent.
	+ Overseas developments: continuing with a summary of progress detailed.

The Chair reminded the Corporation that the QAR national average statistics for 2014/15 were not yet available. The earlier held meeting of the Resources Committee had discussed their concerns at the current success rate position and has requested a more detailed and robust report at the next meeting, and this action was endorsed by the Corporation.

The Corporation accepted the Strategic Plan mid-year report, as presented.

**3019 PROPOSAL TO REBRAND THE TECHNOLOGY CENTRE**

The Principal presented proposals to rebrand the Technology Centre for consideration by the Corporation.

It was **RESOLVED** by the Corporation to accept the proposals from the Executive relating to the rebranding of the Technology Centre.

**PERFORMANCE MONITORING ITEMS:**

**3020 LEARNER PERFORMANCE REPORT**

The Chair of Standards and Curriculum Committee summarised the latest Learner Performance report, which it was noted had also been reviewed by both the Standards and Curriculum and Resources Committees, with the revised format of the report commended by Governors.

The changes in the curriculum to provide alternative academic or employability routes to students were particularly highlighted. It was noted that the QAR national rates were expected to be published on 18 May 2016.

The Learner Performance report, and Performance Dashboard, were accepted by the Corporation.

**3021 THE SUTTON ACADEMY: PROGRESS REPORT**

The Principal presented an oral progress report which informed the Corporation of the latest developments in respect of The Sutton Academy.

The outcome of the recent DfE visit was positive with no return visit anticipated. A mock inspection was undertaken on leadership and management with the team encouraged to grade this section as ‘Good’. The predicted tracking year 11 statistics are to be shared with Governors shortly, with the predicted results summarised.

The twice yearly joint ALT/Governors’ planning/training events have been positively received by Governors.

The Sutton Academy progress report was accepted by the Corporation, with no

further information requested by the Corporation at this time.

**FINANCE AND RESOURCES ITEMS:**

**3022 MANAGEMENT ACCOUNTS: MARCH 2016**

The Deputy Principal (Finance, Estates and ICT) presented the Management Accounts to 31 March 2016.

It was reported that the College had a deficit of £312k for the year to date, which was £668k behind the business plan for the same period. The College’s low cash balance position was discussed but it was confirmed that through careful monitoring, the College was confident of achieving a break-even position.

The variance from the planned surplus was a result of the negative variances in income of £1,025k, offset by a positive variance on overall expenditure of £357k, which was as detailed within the presented commentary.

Following a question from the Corporation about potential changes to the bank covenant, it was **agreed** that the material adverse changes clauses will be further checked.

**ACTION: Deputy Principal to check the adverse changes clauses of the bank covenant**

It was **RESOLVED** by the Corporation that the Management Accounts to

31 March 2016 be approved, as accepted and recommended for approval by the Resources Committee at the earlier held meeting held on 12 May 2016.

**POLICY:**

**3023 DISCIPLINARY AND GRIEVANCE PROCEDURE FOR SENIOR POSTHOLDERS**

 **AND THE CLERK**

The Chair presented the revised Disciplinary and Grievance Procedure for Senior Postholders and the Clerk. It was noted that the revised policy had been subject to consultation with the SPHs and the Clerk.

It was **RESOLVED** by the Corporation that the Disciplinary and Grievance Procedure for Senior Postholders and the Clerk be approved, subject to a review of the categories relating to gross misconduct, as recommended by the Senior Leadership Team and Resources Committee.

**3024 FEES, CHARGES AND FEE REMISSION POLICY 2016/17**

The Deputy Principal (Finance, Estates and ICT) presented the draft Fees, Charges and Fee Discount Policy for 2016/17, which was reviewed by Governors. This followed the recommendations from the College’s Pricing Group and Senior Leadership Team. The Pricing Policy was in line with previous year, with the main main amendments elating to HE prices, the details of which were summarised in the presented report.

Following a question from the Corporation, it was confirmed that the College’s internal Pricing Group was fully documented, supported by an OFFA Access Agreement. The Principal reminded the Corporation that it was previously agreed by Governors to increase the HE tuition fees to be more in line with market forces.

It was **RESOLVED** by the Corporation that the Fees, Charges and Fee Discount Policy for 2016/17 be approved as presented, which included the approval of delegated authority to the Principal to agree further minor changes as information becomes available.

**COMMITTEE MINUTES:**

**3025 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING**

**3025.1** **Resources Committee: 26 April 2016**

Minute 1991 p4 – Application of College Seal

The Corporation endorsed the application of the College Seal as detailed in the above minutes and as approved by the Resources Committee.

It was **RESOLVED** by the Corporation that the open and confidential Minutes of the above meeting be accepted.

**3025.2** **Standards and Curriculum Committee: 9 May 2016** **(Draft)** It was **agreed** that the Minutes of the above meeting be deferred to

the next meeting

**3026 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 3014 ABOVE)**

 There were no items of urgent business notified.

**3027 DATE AND TIME OF NEXT MEETING:** 4.00 pm on Monday 11 July 2016.

**The Corporation congratulated Cllr J Banks on her forthcoming appointment as the Mayoress of St Helens.**