



ST HELENS COLLEGE CORPORATION

**MEETING OF THE CORPORATION
HELD IMMEDIATELY AFTER THE ANNUAL GENERAL MEETING
HELD ON 8 DECEMBER 2015
IN THE BOARD ROOM, TOWN CENTRE CAMPUS**

OPEN MINUTES

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 B Dean, Deputy Principal (Curriculum and Excellence)
- Mr R Molloy, Deputy Principal (Finance, Estates and ICT) (for the meeting only)
- Mrs C Lascelles, Director of Contracts and Data Analysis
- Ms J Greenhalgh, 'A' Level Manager (for the Governor Development session only)
- Ms C Kerr, 14-16 Headteacher (for the Governor Development session only)
- Mr M Hodgetts, Teaching, Learning and Assessment Manager (up to minute number 2965.1 only)
- Mrs C Jones, Clerk to the Corporation

GOVERNOR DEVELOPMENT: The previously held Annual General Meeting had been preceded with a scheduled Governor Development session relating to the 'A' Level Academy (1 year forward), delivered by Joanne Greenhalgh, the College's 'A' Level Manager and also the 14-16 Academy (1 year forward), delivered by Caron Kerr, the College's 14-16 Headteacher.

'A' level Academy: The presentation focused first on the poor performance of the AS examinations in 2014/15 and the various improvement strategies that have subsequently been put in place to ensure that improvements are achieved in 2015/16. This includes weekly performance meetings, changes to Information, Advice and Guidance, and the recruitment of some new staff who have brought a refreshed approach. The frequency of mock examinations have been increased from 2 to 3 examinations. All scripts are being second-line marked by external colleagues who have examining body experience, with positive feedback being received thus far on the process.

Homework has a high priority in the Academy with a homework referral system in place. New 'A' level Academy standards are in place, which is in line with the College's English and maths standards. Standards and expectations are very high and no student remains unchallenged. Retention is high currently reported at 97.7%, which it was noted was also above the national average last year. Attendance was reported at 96%. Parental contact is actively maintained, with a further parents' evening scheduled later this week. Lesson observations to date (with approx. 12 undertaken) have been judged to be 'good' or 'outstanding'. Some extra-curricular activities involving 'A' level students were outlined. The improvement plans are taking place against the change to a linear system which will provide a mixed curriculum delivery model for a couple of years, with the strategy being deployed by the department in dealing with the changes summarised for Governors.

Confidence was expressed in successful outcomes in 2015/16 that should match national averages. It was noted that the Academy contains happy and well-supported students. Governors asked about those students who did not achieve in their mock-examinations and it was confirmed that these students would continue to take the examinations until they pass, with some formal interim assessments also scheduled to place in January 2016. Governors asked how the success is being achieved? The response was that the first year students are clear about their expectations and the second year students are now more focused, with some of the students who had the poorest results now transferred onto other programmes that were more suitable to their needs and abilities. It was confirmed that the current 'A' Level Academy cohort consists of 22 second year students, and 40 first year students.

Ms J Greenhalgh left the meeting at this point and was thanked for her presentation.

14-16 Academy: A video was presented which included two of the 14-16 Academy students who spoke about their experiences of studying at the Academy and the high aspirations that had been provided to them through choosing to study a vocational subject at the Academy. It was reported that a review of the curriculum had been undertaken in response to the Government's educational reform. As in the 'A level Academy, employability is a vital component of the 14-16 Academy curriculum, with many employers involved. The very positive outcome from the last OFSTED visit to the 14-16 Academy was highlighted and commended by Governors. A summary of the UCT Studio Schools results was provided, and the Academy's targets were also summarised. It was reported that work scrutiny and identified intervention forms an integral part of the 6-week tracking processes, with the details summarised for Governors, and including the close monitoring of weekly homeworks. Parental involvement is very important, with 6 weekly meetings held with parents. It was confirmed that all staff are examination board trained. Career advice is also provided to all students.

The current data predictions were outlined based on the last set of mock examinations completed last week, with expected progress in maths reported at 83.3%, English reported at 80.2% and Basics (GCSE English and maths A*-C) reported at 36%, which provides an ever improving picture. Governors asked how many 14-16 Academies there are across the country, and it was confirmed that there are approx. 14. Governors asked how progress of the less able groups are measured and it was confirmed that every student is monitored in the same way, with the same progress 8 monitoring applied to every single student and the Headteacher uses personal student visual displays to demonstrate progress.

Ms C Kerr left the meeting at this point and was thanked for her presentation

2954 WELCOME TO NEW MEMBERS

The Chair, on behalf of the Corporation, welcomed Cllr J Banks, Local Authority Governor and Ms J Morris and Ms T Litherland, the two elected Student Governors for 2014/15, to their first meeting of the Corporation.

2955 DECLARATIONS OF INTEREST

Cllr J Banks declared an interest in one part of Minute 2961 relating to the College's Strategic Plan (Part 2).

2956 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms D Charnock, Mrs S Jee and Mr K Sanderson.

2957 NOTIFICATION OF URGENT BUSINESS

There were no items of urgent business notified.

2958 MEMBERSHIP ISSUE – APPOINTMENT OF TWO STUDENT GOVERNORS

The Chair reported that two new Student Governors had been elected by the Student Council for a one-year term-of-office for 2015/16, as follows:

- Ms Tracey Litherland, Student Council President
- Ms Johanne Morris, Student Union President

The Corporation accepted the two new Student Governor appointments for 2015/16, both of whom had also been accepted at the earlier held meeting of the Search and Governance Committee.

2959 MINUTES OF THE PREVIOUS CORPORATION MEETING HELD ON 28 SEPTEMBER 2015

It was **RESOLVED** that the open and confidential minutes of the previous meeting held on 28 September 2015 be **agreed** and signed as a correct record.

2960 MATTERS ARISING

There were no matters arising from the above Minutes.

STRATEGIC ITEMS:

2961 STRATEGIC PLAN 2015-2018 PART 2 (DRAFT)

The Principal presented the draft Strategic Plan Part 2 for 2015-2018, which followed the approval of the Strategic Plan Part 1 at the Corporation meeting held on 28 September 2015.

It was noted that Part 2 of the Strategic Plan contains the departmental analysis against LMI. The Economic Values Impact report relating to St Helens College had been emailed separately to Governors which was indicated that the College creates significant positive benefits on its main stakeholder groups.

From the indicators provided in the report, it was noted that society would receive a pay back of £5.10 in return for every £1 invested in St Helens College with the average annual rate of return on their investment reported at 17.9%. In addition, the economic impact of St Helens College to the local business community in Merseyside is £430million each year.

It was **agreed** that a summary of this report would be included in the Strategic Plan.
ACTION: Principal to include the details of the Economic Values Impact report within the Strategic Plan

The Principal's proposal to review the College Mission and Statement of Aims as part of the Corporation's Planning Conference in February 2016 was approved by the Corporation. The Principal outlined the College's proposals relating to the future specialisms of the College, which would be further discussed as part of the February 2016 planning conference. This would also include an overview of any new curriculum developments that are contained in the Plan. The Principal reminded the Corporation that this year had been a year of significant curriculum developments throughout the College.

It was **RESOLVED** that the Strategic Plan 2015-2018 Part 2 be accepted and approved by the Corporation as presented, which it was acknowledged was a fluid working document and may therefore be subject to change.

Cllr Banks declared an interest at this point in the discussion.

The Corporation **agreed** to approve the request received from the Chief Executive of St Helens Local Authority to share the Strategic Plan employment statistics and actions contained in Part 2 of the Plan, which it had been confirmed by the Local Authority's Chief Executive would not be shared with any third parties without the College's permission.

2962 AREA REVIEWS: ICCA REPORT: EDUCATION TRAINING AND SKILLS LOCAL AREA ANALYSIS

The Deputy Principal (Finance, Estates and ICT) presented a report that ICCA had prepared which provided a range of Area Review performance indicators relating to a number of local colleges' 2013/14 data, which is derived from the public domain. Attention was drawn to a number of Performance Indicators, with an explanation and update provided relating to the College's position. The importance of having accurate and up-to-date data available for the FE Commissioner was emphasised.

Mr P Round added that he had attended an AoC NW Governors' networking meeting last week at which Area Reviews were discussed. The experiences of the recent Manchester Colleges Area Review had been shared at the meeting, with the Merseyside Area Review planned in April 2016.

Some of the discussion under this item was considered to be confidential by the Corporation, with the details therefore recorded within the confidential minutes of this meeting.

Copies of the presentation slides would be circulated to Governors for information.

ACTION: Clerk to obtain and circulate copies of the AoC NW Governors' network meeting presentation slide with Governors

The Corporation accepted the ICCA Report: Education Training and Skills Local Area Analysis, and oral update, as presented.

2963 GOVERNORS' PLANNING CONFERENCE FEBRUARY 2016

The Chair and Principal reported that, following discussion by Resources Committee, the following topics were proposed for debate at the next Governors' Planning Conference scheduled in February 2016:

- Devolution/Area Reviews and the College's response
- Partnerships
- Specialisms, including the Institute of Technology
- Quality issues (including structures)
- Review of Mission Statement/Statement of Aims.

The Corporation approved the recommended themes for the 2016 Planning Conference and further agreed that, as the agenda was dominated by external developments this year, there was no requirement to hold a Planning Conference Working Group. The Corporation requested relevant pre-reading briefings to be provided before the Conference.

PERFORMANCE MONITORING ITEMS:

2964 SELF-ASSESSMENT REPORT (DRAFT) 2014/15

The Deputy Principal (Curriculum and Excellence) presented the College's Self-Assessment Report for 2014/15, which followed a rigorous review by the Standards and Curriculum Committee, and the Chair of the Corporation. The SAR had also been reviewed by an OFSTED trained Inspector. Any further amendments to the plan were also now invited. The Chair requested that the Executive Summary be further refined, based on the QAR data once published, and to include a headline acknowledgement of the identified improvement strategies, particularly in relation to English and maths, which had adversely affected the College's overall outcomes.

ACTION: Governors to provide feedback on the SAR 2014/15

It was **RESOLVED** by the Corporation the College Self-Assessment Report for 2014/15 would be approved at the planning event.

2965 LEARNING, TEACHING AND ASSESSMENT REPORTS

2965.1 Annual Observations of Teaching and Learning Report

Mr M Hodgetts, the Teaching, Learning and Assessment Manager, provided a summary of the 2014/15 position in relation to Teaching, Learning and Assessment and also the projections going forward in 2015/16.

It was reported that from 272 observations undertaken in 2014/15 the following grade profile had been achieved:

- Grade 1 = 27%
- Grade 2 = 66%
- Grade 3 = 6.5%
- Grade 4 = 1.5%

The mechanisms to improve Grade 1s further to support the 'Journey to Outstanding' was summarised. This included that 93% of observations were judged to be 'good' or "better. 29% of observations reports were moderated, including 7% moderated externally by a local College. Every member of staff observed receives 1-1 support, and the process of marginal gains was outlined, which is now embedded throughout all departments, and is to be submitted as an AoC Beacon Award. The use of Swivel cams to video staff teaching is significantly increasing across the College. The New Common Inspection Framework includes 'progress over time' which is an expectation now embedded throughout the College. The staff Governor and the Student Governor also commended the students' use of WamEdu, which is actively used by students as part of their work routine.

It was noted that 37% Grade 1s have been achieved to date in 2015/16 towards a target of 40%, with significant Teaching, Learning and Assessment improvements evidenced this year. The Deputy Principal (Curriculum and Excellence) added that staff need to become accustomed, within the new OFSTED framework, that visits will be undertaken at numerous points throughout the inspection week. Double-loop marking has also been introduced to demonstrate a process of continuous improvement in relation to student feedback.

Following a question from Governors, it was confirmed that everything that has been done thus far with regard to continuous improvement has been fully documented. The sharing of good practice with other organisations was also commended by the Corporation. Following another question from Governors about comparisons with other colleges, it was confirmed that through networking events, the College was taking a lead with regard to the marginal gains process.

2965.2

Annual Continuous Professional Development Report

The Deputy Principal (Curriculum and Excellence) presented the Annual Continuous Professional Development Report which had also been presented at the last meeting of the Standards and Curriculum Committee. The Annual CPD Report was based on the College's 8 key strategic themes and the plan was primarily about supporting staff in adapting to change, as well as aiming to improve performance.

The Learning, Teaching and Assessment Reports were accepted by the Corporation as presented.

Mr M Hodgetts left the meeting at this point and was thanked for his presentation.

Minute Number 2969 was taken as the next item with the details recorded within agenda order

2966 QUALIFICATION ACHIEVEMENT RATES/DASHBOARD DEVELOPMENTS

The Director of Contracts and Data Analysis provided a presentation about the QAR which updated Governors on the new requirements. This presentation had also been received at the last meeting of the Resources Committee.

QSR (Qualification success rates) have become QAR (Qualification achievement rates), and the group A and B categories have been removed. CL and WPL (not apprentices) are now called 'Education and Training', and Functional Skills are now called Basic Skills English and maths. All classroom based provision is now classified as overall and timely methodology. The QAR reports will now be provided in a dashboard format which replaces the Provider Gateway which is being decommissioned. A demonstration video was shown to the Committee about the new dashboard and it was noted that the first draft of the QAR reports would be available mid-December and published in January 2016. Destinations is becoming higher on the agenda with job outcomes to count as positive destinations. The Committee noted that the dashboard would be a publicly available facility. The College has also developed its own Performance Dashboard, which provides live data across a number of Key Performance Indicators and which was briefly demonstrated to Governors.

The QAR and College Dashboard presentations were accepted by the Corporation. The levels of Governor access to the Dashboard will be explored through the Standards and Curriculum Committee.

ACTION: Director of Contracts and Data Analysis, through the Standards and Curriculum Committee, to explore Governor access to the Dashboard

2967 PROPOSED TARGETS 2014/15 – 2017/18

The Corporation accepted the recommendation from the Standards and Curriculum and Resources Committees to defer the review of targets until the latest QAR national averages were published shortly.

2968 LEARNER PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Learner Performance report, which it was noted had also been reviewed by the Resources Committee and the Chair of Standards and Curriculum Committee.

The Standards and Curriculum Committee had discussed the challenges involved in retention particularly related to the compulsory English and maths. With regard to retention, it was noted that Heads of Department have ensured that a rigorous approach to the 'right choice' process ahead of the 6-week period where students can transfer or leave without impact on the College's retention rate. The report had been updated in relation to retention which was raised as an area for concern at Resources Committee, and a detailed analysis had informed that there was no specific sector area or course that had contributed solely to the dip in retention. A mix of reasons were provided for withdrawals, including non-returners, personal issues, poor behaviour and some learners stating that they disliked maths and English, with this latter reason currently being analysed in further detail.

The Principal added that some students on Extended Diploma programmes had left to take up an apprenticeship route. The College must develop more apprenticeship routes to employment. This detail is also to be more closely analysed, with further information to be provided to Governors as part of the next Learner Performance Report.

ACTION: Director of Contracts and Data Analysis to provide further details to support the reasons for the dip in retention rates

The Learner Performance report was accepted by the Corporation.

2969 NEW COMMON INSPECTION FRAMEWORK

The Deputy Principal delivered a presentation which detailed the new Common Inspection Framework, including hot topics and key messages received from OFSTED. This presentation had been recommended to be received by the Corporation from the Standards and Curriculum Committee.

It was noted that OFSTED would now inspect types of provision and not subject sector areas. The new short inspections have been designed to promote constructive, challenging professional dialogue between inspectors, leaders, managers and governors, and would take place at two working days' notice. Conversions from short to full inspections can take place, with lines of enquiry developed as part of the process. Visits will include a lot of classroom visits with no judgements to be awarded. It was noted that all grade 1 colleges have recently been requested to provide their outcome data to OFSTED as a desk-top exercise. Key drivers are English and maths, Destinations, IAG and Careers Guidance and Finance, each of which has a high profile within the framework.

The presentation relating to the New Common Inspection Framework was accepted by the Corporation.

2970 THE SUTTON ACADEMY: PROGRESS REPORT

The Principal presented a report which informed the Corporation of the latest developments in respect of The Sutton Academy. The topics in this report were based on the Academy's risk register and include all topics with a risk score of 4 or above except for business continuity issues such as fire and power failure.

As a result of the poor examinations results in August 2015, the Governors, including the Principal, have planned a significant number of changes which have been or are currently being implemented, with the details summarised within the presented report.

Some of the discussion under this item was considered to be confidential by the Corporation, with the details therefore recorded within the confidential minutes of this meeting.

Since the last report a review of the senior team has taken place. The process is at the time of writing not yet complete. The Local Authority nominee Jo Davies, Assistant Director, School Effectiveness has joined the Governing Body, alongside a new staff governor.

The 2015 regularity audit programme has been completed and resulted in no specific issues, with the financial position of the Academy outlined in the presented report.

The Sutton Academy progress report was accepted by the Corporation, with no further information requested by the Corporation at this time.

2971 REPORTS FROM THE AUDIT COMMITTEE

The Chair of the Audit Committee presented the following two reports, as recommended for acceptance from the Audit Committee:

2971.1 Internal Auditors' Annual Report 2014/15

The Corporation noted that the former Internal Audit service had confirmed that the College's systems are sound and their overall opinion was noted as follows:

“In our opinion, the College has adequate and effective governance, risk management and control processes to manage the achievement of its objectives”.

It was **RESOLVED** by the Corporation that Baker Tilly's Annual Internal Audit Report for 2014/15 be accepted, as recommended by the Audit Committee.

2971.2 Annual Report from the Audit Committee to the Corporation and Principal 2014/15

The Audit Committee's Annual Report in relation to 2014/15 was presented to the Corporation, and to the Principal as the Chief Accounting Officer of the College.

The Annual Report summarises the work of the Audit Committee over the period 2014/15 and provides the Corporation, and the Principal as the Chief Accounting Officer, with an opinion on the adequacy and effectiveness of the College's internal control, governance and risk management systems.

It was noted that the overall opinion of the Audit Committee to the Corporation was as follows:

‘After consideration of reports and opinions of both the College's Internal and External auditors, and taking into account the materiality of each report, it is the opinion of the Audit Committee that the College's internal controls, governance and risk management frameworks are adequate and effective. It is also the opinion of the Audit Committee that, based on the opinions provided by the Financial Statements Auditors in relation to the Regularity Audit, the use of funds received are being used for the purposes for which they have been provided’.

It was **RESOLVED** by the Corporation, and the Principal as the Chief Accounting Officer of the College, that the Annual Report from the Audit Committee for 2014/15 be accepted as presented. The Corporation also determined that, in accordance with the new Joint Audit Code of Practice, the Corporation did not require any further information from the Audit Committee in relation to their opinion relating to value for money and solvency, which it was felt had been included in the above opinion.

FINANCE AND RESOURCES ITEMS:

2972 ESTATES DEVELOPMENTS

2972.1 Technology Centre Capital Re-development: progress Report

The Deputy Principal (Finance, Estates and ICT), presented a progress report in relation to the Technology Centre capital re-development. It was noted that the new entrance and resource/library area was progressing well and will create an exciting and vibrant learning environment with a planned completion date mid-January 2016.

2972.2 Town Centre Library

The Deputy Principal (Finance, Estates and ICT), presented a progress report in relation to the Town Centre Library capital re-development. The temporary library has decanted to the first floor along and the Contracts and Data Analysis and the Finance departments have also decanted from the former area. The new library is scheduled to be ready by the end of February 2016.

2972.3 Yorkshire Gardens

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

2973 MANAGEMENT ACCOUNTS: 31 OCTOBER 2015

The Deputy Principal (Finance, Estates and ICT) presented the Management Accounts to 31 October 2015.

It was reported that the College had achieved a surplus of £2,997k for the year to date, which was £61k behind the business plan for the same period.

The variance from the planned surplus is a result of the negative variances in income of £439k, offset by a positive variance on overall expenditure of £378k, which was detailed in the presented commentary

It was reported that the business plan provided for a surplus of £200k (including contingency provision). However, due to a number of factors which were detailed, this plan has not been met, with a financial deficit of [£100k] now anticipated. In order to achieve savings, a review would be undertaken by each department.

It was **RESOLVED** by the Corporation that the Management Accounts to 31 October 2015 be approved, as accepted and recommended for approval by the Resources Committee at the meeting held on 27 November 2015.

GOVERNANCE ITEMS:

2974 TERMLY FEEDBACK REPORT FROM LINK GOVERNORS TO INLCUDE:

2974.1 Safeguarding (including Health and Safety)

Mr N Hall, as the identified Safeguarding link Governor, reported the key Safeguarding Issues as follows, with the emphasis on Safeguarding as part of the OFSTED framework highlighted:

- Increase in identified cases: Concern has been expressed about the numbers of referrals that the College was experiencing which are currently extremely high.

It was noted there are various initiatives underway to support this increase and the Safeguarding Committee will carefully note progress and impact over future months. Mr Hall is a member of the Local Safeguarding Board. The Corporation asked about the increase of referrals, but it was felt that the College was now more vigilant in its reporting procedures, which has contributed to this increase.

- Tootoot: This is now a live new 'app' that is being rolled out to students as part of the tutorial process. The increase in mental student suffering with health issues was discussed by the Corporation.
- Health and Safety: The number of accidents were noted by the Corporation.

2974.2

Equality and Diversity

The key Equality and Diversity Issues were reported as follows:

- Equality and Diversity Student Data 2014/15: No issues were identified in respect of success rates or retention data for 2014/15 for students with protected characteristics or in receipt of additional support. Further more detailed analysis is due to take place. E&D is covered as part of the student induction process.
- Technology Campus: A small number of female students have expressed concern about sexist behaviour amongst some male students. A Working Group has been established to identify and resolve any identified issues.

COMMITTEE MINUTES:

2975 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING

2975.1

Search and Governance Committee: 8 December 2015

The Minutes of the above meeting would be presented for acceptance at the next Corporation meeting.

2975.2

Resources Committee: 2 October 2015

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

2975.3

Resources Committee: 27 November 2015 (Draft)

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

2975.4

Standards and Curriculum Committee: 28 September 2015

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

2975.5

Standards and Curriculum Committee: 23 November 2015

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

2975.6 Audit Committee: 23 November 2015 (Draft)

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

2975.7 Gamble Education Charity Trust Committee: 28 September 2015 (Draft)

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

INFORMATION ITEM:

2976 SENIOR LEADERSHIP TEAM REPORT

The Principal presented the Senior Leadership Team report for the information of Governors.

The recent Spending Review was particularly highlighted with a summary contained within the presented report, with the finer details awaited. The Devolution Agreement for the Liverpool City Region had now been signed, with the implications for SFA funding for adults (excluding apprenticeships) noted. The Corporation discussed the UCU minimum wage negotiations as referenced in the report.

The Corporation accepted the Senior Leadership Team report as presented.

2977 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 2956 ABOVE)

There were no items of urgent business notified.

2978 DATE AND TIME OF NEXT MEETING: 2-3 February 2016 (times to be confirmed) – Governors' Planning Conference – The Gibbon Bridge Hotel, Chipping, Nr Preston.

The Chair wished all Governors, staff and students a very Happy Christmas and New Year.