

ST HELENS COLLEGE CORPORATION
MEETING OF THE CORPORATION BOARD HELD AT 3.00 pm ON
MONDAY 10TH JULY 2017 IN THE BOARDROOM, TOWN CENTRE CAMPUS

MINUTES

PRESENT

*Mrs S Jee
*Mrs E Brocklehurst
*Dr J Burford
*Mrs D Charnock
*Mr N Shore
*Ms A Mason
*Ms J Heap
*Mr J Middlehurst
Mr K Onza
*Mr P Round

*Denotes attendance

IN ATTENDANCE

Mr M Flinn
Mr J Hays (Director of HR)
Mrs J Crowther (Clerk)

1. DECLARATION OF INTERESTS

None declared

2. APOLOGIES FOR ABSENCE

Mr R Molloy
Mr K Sanderson
Mr S Arnfield
Mr K Onza

3. NOTIFICATION OF ANY URGENT BUSINESS

Apprenticeships

Dr Burford raised the issue of Apprenticeship results and advised that currently the results stand at 72.1% as against 67% national rates for overall achievement, and 62.5% as against 58.7% national rates for timely achievement. She further advised that the next tranche of achievements to be recorded will take the college further above the national rates for both overall and timely achievement. The College anticipates that the picture will continue to improve. The remainder of this item was considered to be confidential by the Corporation, with the details therefore recorded within the confidential minutes of this meeting.



4. MINUTES OF PREVIOUS CORPORATION BOARD MEETING HELD ON MAY 8th 2017

The minutes were approved a true and accurate record

5. MATTERS ARISING

Schedule of meetings now been shared with the Board

Action: The Clerk to liaise with Craig Williams regarding the Conference plan

STRATEGIC ITEMS

6. TRANSITION BOARD MINUTES

19th May

9th June

The minutes of both meetings were noted.

7. (i) MERGER UPDATE

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

(ii) Steps between now and merger date.

Dr Burford confirmed the timeline that is planned to take the College to the point of merger.

- 26th July 2017 for Committee agreement of the RF application.
- The Clerk at KCC has been authorised to publish the draft notice on 2nd August 2017.
- A Special Meeting of the Boards at St Helens and KCC have been arranged for the 14th September 2017 to agree for St Helens to receive the assets and liabilities from KCC, and for KCC to agree to transfer the assets and liabilities to SHC. Eversheds will produce a report listing all the legal documents, and their purpose, to give Governors assurance that all the legal aspects have been dealt with. Eversheds will be online for the meetings on the 14th to take any questions. Drafts were shared with Members and comments invited. Mr Round raised a query in the draft on page 1 paragraph 2 where there is reference to He, which should be either she – in reference to the Chair, or they in relation to the Board. Dr Burford agreed to take this back to Eversheds.
- Mrs Jee raised the point that in both corporations there are Governors who are standing down, and asked whether or not those Governors present would be interested in joining an alumni group of Governors who might be available to mentor or guide staff and participate in events such as the Princes Trust, acting as ambassadors for the College etc etc. Mr Middlehurst, Mrs Charnock and Mr Round confirmed that they would be interested in staying involved in this way. Dr Burford and Mrs Jee agreed to work up a proposal.
- The remainder of this item was considered to be confidential by the Corporation, with the details therefore recorded within the confidential minutes of this meeting.

Action: Resolved that Dr Burford and Mrs Jee to agree a more formal proposal for an Alumni group of Governors and outline what the remit would be.



8. SLT REPORT

Dr Burford summarised the SLT report, and Mrs Jee questioned the point about devolution. Dr Burford confirmed that the official remit for the Combined Authority is the adult provision and the associated budget, however they are looking at how they might have influence over other aspects of the College provision. Dr Burford will continue to update the Board with developments.

The report was noted.

9. LEARNER PERFORMANCE REPORT

Mrs Brocklehurst summarised the key points of the report and reported that there was a significant debate at Standards and Curriculum Committee about diplomas and A Levels to discuss the issue of continuing with two year diplomas or to allow nested qualifications. The T Levels will mean a return to two year programmes, but until then offering two one year programmes is being considered. Dr Burford pointed out the expected improvement in English and Maths outcomes for 16/17 and the increase in attendance at the examination. Accurate predictions are difficult as this year the assessment is based entirely on end assessment against an element of coursework in previous years, and as such the predictions are difficult. 19+ retention was similar to last year

The paper was noted

10. SUTTON ACADEMY

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

11. APPROVAL OF THE BUDGET AND FINANCIAL PLAN 2017/18

Resolved: The budget and financial plan for 2017/18 was approved

12. MANAGEMENT ACCOUNTS

Dr Burford summarised the Management Accounts on behalf of Mr Molloy and confirmed that the College is expecting a Deficit of £400,000 but noted that this includes merger costs of approx. £200k. She further advised that the College acknowledges that the performance in respect of HE income / Commercial Income was well below target. The Commercial Income line for Northern Logistics Academy (NLA) has now been allocated to Paul Mushrow who will take ownership of this, and a Managing Director has been appointed to the Commercial Division. This is a new position in the College Group structure and both will support the development of commercial income. Mr Middlehurst noted that the Northern Logistics Academy has not performed as anticipated and is a long way off the College target. Dr Burford confirmed that the new MD has appointed a sales person and that two are now in place. Mr Middlehurst queried whether or not the targets for commercial income were too ambitious if they are not being met.



Dr Burford confirmed that the target setting process is being reviewed to ensure that targets set are more realistic and achievable, and that the College makes sure that the resources are available to the teams to ensure they are able to deliver the targets.

Mr Hays pointed out that part of the problem with the Smart Metering targets was that a partner did not proceed as expected, and so the College is not able to move as quickly as it would like. Dr Burford confirmed that whilst the targets have not been met, and there is still work to do, the College is the leader in the Liverpool City Region Colleges in terms of percentage income derived from commercial activities against turnover. Mrs Jee noted that going forward, the College must be absolutely clear that when targets are set, the resources to deliver those targets are in place, and note is taken that the lead times need to be realistic as well, particularly when working with partners. Mr Middlehurst suggested that courses that support a 'licence to trade' should be actively prioritised and pursued by the College. Dr Burford confirmed that this was being pursued.

Dr Burford confirmed that the Business Plan has been completed, but this reflects the RF bid for the new College and is a prudent plan. If the merger did not take place, a different plan would be needed for the standalone college.

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

The report was noted

13 SAFEGUARDING AND EQUALITY AND DIVERSITY

13:1 Mr Hays confirmed that Mr Round has taken on the role of link governor for Safeguarding and will join the College Safeguarding Committee. Mr Hays drew attention to the Ofsted report that found safeguarding and prevent were found to be effective. He advised that a Missing Children Policy was raised as an issue during inspection, and this related to learners leaving under the age of 18. The definition of a missing child is being discussed with the local authority to ensure that a policy can be developed to ensure that young people are safeguarded. The Retention Strategy has been amended to reflect this. Under 18 learners who do not attend will be contacted, or parent/carers will be contacted, on the day of the absence by the method of their choice (telephone call or SMS) and concerns will be escalated if contact cannot be made.

13.2 Referrals to the safeguarding team continue to increase, and tracking is being improved through the Welfare process. Bullying issues are now looked at in light of both safeguarding and equality and diversity. Mr Hays confirmed that the number of learners with Mental Health difficulties continues to increase, and suicide prevention remains an issue for the Local Authority. Suicide is the biggest killer of young men in St Helens and the College has done a substantial amount of work in this area and will continue to work with the local authority on this. Although the current biggest issue for young people remains mental health, there are an increasing number of cases involving inappropriate sexual behaviour which includes sexting and allegations of rape. The legal implications of this conduct will be addressed with learners in college to further raise awareness. Mr Flinn queried how Safeguarding will be managed in the new structure and it was agreed that this would be addressed at the Transition Board.



13.3 Mr Hays further advised that a range of actions following Ofsted are being put in place to make further improvements. He further advised that E&D was similarly well received by Ofsted. The College held a range of E&D activities that were very well attended, and the learners understood, and could talk about, E&D and Prevent when questioned by the inspectors. Mr Hays confirmed that further training in Safeguarding and E&D for Governors is planned for 2017/18 and he further confirmed that he is working with KCC to keep the momentum with this for the learners.

14 SCHEDULE OF BOARD AND COMMITTEE MEETINGS FOR 2017/8

Members confirmed that the St Helens meeting schedule had been received, and the meeting dates were agreed, but requested that the schedule be resent with the Special Board Meeting on the 14th September included. The Corporation ratified that Mr Shore will be joining the Resources Committee. Mrs Jee also requested that the Clerk present the outstanding minutes of the recent Committee Meetings that had not been presented to Governors at the next meeting.

Action: i) The Clerk to resend the meeting schedule with the Special Meeting on the 14th September included

ii) The Clerk to present the outstanding minutes of the Committee Meetings in 2016/17 to Members

Date and time of next meeting 3.00pm 4th September 2017