## 

## MEETING OF THE GOVERNING BOARD

**TIME/DATE 4.00pm Thursday 27th September 2018 preceded by governor training at 3pm**

**VENUE BOARDROOM ST HELENS**

**Name Category**

Mr B Bennett-Stanley Staff Governor

Dr J Burford CEO

Mrs E Brocklehurst **(Vice-Chair)** \*\* External Governor

Mrs J Heap Staff Governor

*Mrs S Jee* ***(Chair)*** *External Governor*

Mrs P Jervis **(Vice-Chair)** \*\*External Governor

Mr J Pinsent External Governor

Mr K Sanderson External Governor

*Mr A Sergent External Governor*

Mr N Shore External Governor

Mrs J Tinsley External Governor

Ms A Cannon External Governor

Mr P Han External Governor

*Mrs Y Rennison External Governor*

Vacancy External Governor

Vacancy Student Governor

Vacancy Student Governor

**IN ATTENDANCE**

Mr R Molloy Chief Finance Officer

Mrs L Lloyd-Williams Clerk to the Governing Board

***Italics denotes absence***

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|  | **GOVERNOR TRAINING: Inspection and Self-assessment Elaine Smith**  The Board received an extremely helpful and informative training session from Elaine Smith regarding Ofsted, the details of which are contained in separate notes. |
| **Item** | **The meeting opened at 16.12 and was quorate with at least 9 members present.** |
| **1**  **GB/01/09/18** | **APOLOGIES**  Mrs P Jervis chaired the meeting in the absence of the Chair of the Governing Board.  Apologies were received and accepted from Mrs Yvonne Rennison and Mrs S Jee. The Clerk updated the Board regarding the appointment of student governors. |
| **2**  **GB/02/09/18** | **DECLARATION OF INTERESTS** –  There were no declarations of interest.  The Clerk advised the Board that Mr Jack Smith a former Governor and Vice Chair had passed away. Mrs E Brocklehurst spoke in memory of him and the valued contribution he had made to the college. |
| **3**  **GB/03/09/18** | **OPEN MINUTES and CONFIDENTIAL PART 2 MINUTES OF THE MEETING HELD ON 5th July 2018**  The minutes both Part 1 and Part 2 were approved as a correct record for signature by the Chair. | |
| **4**  **GB/04/09/18** | **MATTERS ARISING**  The Clerk advised that there was one outstanding item in relation to reporting on work sampling and that this was in week 6 of every course and therefore it was too soon to report on. | |
| **5**  **GB/05/09/18** | **CEO’S REPORT**  The CEO’s restructuring facility monitoring report was opened for questions the CEO having provided a further update that the College had just been notified that KZN had gone into liquidation. She advised that any potential consequences would be reported on later.  Governors asked about the estates strategy. The CFO advised that the strategy was completed, it had been through FR& C committee and been submitted to ESFA and the college was now operating to that strategy. Governors also asked for an update in relation to the PFI agreements and were informed that it had not yet been possible to resolve the VAT position and that the College is in negotiations around the PFI deal and land at Knowsley with the council.  The Board queried whether the domain name belonged to the College and were advised that the College had done all it could to reserve it but that there would need to be the finances in place to undertake rebranding and the College needs to achieve the name change first. Governors asked that we operate/refer to ourselves as a single college and the CEO explained that ESFA had determined we are a college group according to their newly published definitions. The CEO outlined the consequences of this and advised that this was a good thing at this time for the college.  **Action Executive:** That in reports the college is referred to as a group  **Action CEO:** Governors to be provided with a copy of the ESFA letter  It was pointed out that there is only one legal entity which is St Helens College trading as SK college group.  The CEO then spoke to her quality monitoring report and Governors noted the key achievements to date which were mainly process orientated. Governors had been provided with a rag rated table in relation to key improvements required including items from the Ofsted monitoring visit in March 2019  Governors went through the themes and were asked for comments and questions. Governors asked how the College was going to sustain the leadership with two posts now gone and expressed concern about the gap between losing two post holders and recruiting an interim. The CEO advised of the steps being taken including delegating tasks and responsibilities to managers keen to show ability to operate at a higher level and the CEO and CFO taking on additional tasks. In addition an Interim Deputy Principal position had been interviewed for on 24th September and an offer had been made. The Board also asked about the Managing Director Commercial position and what was happening regarding this post with the incumbent having resigned from the position. The Board were informed that the Director of Marketing, Sales and Customer Relations would be undertaking this role and her experience and suitability was outlined.  In relation to the Quality of TLA and delivery of English and maths, the acting Chair advised that she would be giving some feedback later in the meeting. Governors expressed concern that the quality of apprenticeships was rag rated red and commented that this needed to be addressed. Regarding the “Vision for 14-16” the Acting Chair questioned whether progress in English and maths was good in light of conversations at committees the previous day. It was agreed that the CEO would double-check whether this was a fair assessment.  **ACTION CEO**  Governors also asked for more information regarding Pro-observe and the CEO gave further details as to how it would assist with analysis of findings from observations. The Board confirmed that they were happy with the structure of the quality report and asked for progress to be incorporated, with reporting on what had changed in the executive summary only.  **Action: CEO**  Governors also asked for the Clerk to arrange some visits to the classrooms/workshops over the next 2/3 months.  **Action: Clerk** | |
| **6**  **GB/06/09/18** | **ENROLMENT UPDATE-INCOME Confidential**  This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting. | |
| **7**  **GB/07/09/18** | AUDIT COMMITTEE ITEMS   * Risk register 18/19 and determination of risk appetite * Internal Auditors end of year report and Internal Audit strategy 18/19   The Clerk advised that the risk register whilst considered at every meeting by the audit committee should come to the Board once a year for approval, for the Board to be satisfied that that it contains key strategic risks. The Clerk also advised that annually the Board should determine the risk appetite in conjunction with the Executive, but suggested that this was postponed until the risk management policy comes before the Board  The Clerk advised that having come through audit committee the internal auditor’s end of year report was before the Board for noting. She advised that the key points from this would be included in the committee’s annual audit report to the Governing Board and she advised the Board that auditors were able to give reasonable assurance, which is as good an opinion as can be given.  The Chair of Audit expanded on the level of assurance that auditors had been able to give highlighting to the Board that the internal auditor’s opinion was only from the 12th December in respect of Knowsley and did not cover prior to that date. The Board were advised that the internal auditors view was this was a potential risk and the CFO advised there were no internal audits undertaken for Knowsley in that time because of expectation to merge and the merger being delayed. It was  Resolved to agree the risk register 18/19 and to agree the internal audit strategy 18/19.  The Chair of Audit advised there had been discussion regarding the purpose of audit and what is being looked for from the auditors. The committee had asked for more advisory assistance/pointers as to where the College can improve and also asked for timeliness of internal audit reports. Governors questioned whether IT security should be a key area for focus and the Chair of the Audit committee advised that this may be changed and that the internal audit plan is flexible. | |
| **8**  **GB/08/09/18** | PROGRESS REPORT ON SUTTON ACADEMY Confidential  This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting. | |
| **9**  **GB/09/09/18** | ESFA SUBCONTRACTING CONTROLS AUDIT  (ESFA Certificate)  The CFO advised that the College has to undergo a subcontracting controls audit as part of the ESFA contract. The Audit had produced two recommendations both of which have been agreed by management and the CFO took governors through these recommendations. The Board duly noted the report and that the auditors had been able to issue the certificate. | |
| **GB/10/09/18** | FINANCE Confidential  This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting. | |
| **10**  **GB/11/09/18** | AUDIT COMMITTEE 21ST SEPTEMBER 2018 Confidential  This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting | |
| **11**  **GB/12/09/18** | QUALITY & OUTCOMES COMMITTEE 26th September 2018  The Board were informed that the committee has a new co-opted member who is very conversant in data systems and data analysis within FE.  In relation to English and maths the College expects to be on the national achievement rate but figures will not be published until November and that nationally there has been a drop of about 8% in high grades rate. 52.6% of students had improved by one grade. Ofsted normally expect improvement by ½ a grade a year. In Maths 37.8% of students had improved by at least one grade. Governors commented that the Head of Faculty was very committed.  Action: Clerk to circulate English and maths report to all governors.  The Board were also informed that the committee had reviewed the annual safeguarding report which will come to the next board with policies.  Action: Clerk  The Committee Chair reported that the committee had reviewed the QIP but that not all student outcomes were available but that the College was going in the right direction. The committee had received assurance that there should be a predicted improvement but this would be partly due to a larger number of adult courses. Retention was noted to have met target and be at national average and the Board were advised that Apprenticeships remain a challenge.  Governors advised that the Director of Quality talked about the Curriculum Quality Review process and the committee had received assurance that this is a robust process and that best practice would be shared and conversely support where required with good CPD alignment. In relation to 14-16 provision there was work to do and the committee felt they need to understand the data. The Board were advised that the committee had expressed concern that assessments for 14-16 students are not accurate against the actual outrun at the exams. The committee requested a report to outline the reasons for the differences between predicted and actual outcomes in 2017/18. The Chair of the Strategic Curriculum Planning committee added her concern. It was also highlighted that the College needs to also look at trends. The CEO suggested that advice from Elaine Smith was sought.  Action: CEO    Mrs A Canon and Mrs E Brocklehurst left at 17.59 and the meeting remained quorate. | |
| **12**  **GB/13/09/18** | STRATEGIC CURRICULUM PLANNING COMMITTEE 26th September 2018  The Committee Chair gave a verbal report to the Board and advised that the curriculum plan should be updated, specifically in respect of actions in the next 12 months. The CEO advised the Board that the College will create a curriculum development plan which will start with a competitor analysis. Governors questioned whether this had been done the previous year and it was explained that that it had not because the RF bid was used as the basis for the curriculum plan. Further, the CEO explained that competitor analysis cannot commence until October as new prospectuses are not released until the end of September. The CEO stressed the importance of research to underpin the plan and gave examples of on-going curriculum developments in response to identified needs. Governors asked when the curriculum plan would be ready and were advised it would be December or at the latest January 2019. | |
| **13**  **GB/14/09/18** | MATTERS TO BE RAISED BY EXCEPTION ON INFORMATION ITEMS  There were no matters raised. | |
| **14**  **GB/15/09/18** | ANY OTHER BUSINESS  Overseas travel request  It was  Resolved to approve an Erasmus trip to Stuttgart for 4 members of staff from engineering for a trip from the 18th November until the 22nd November 2018 Board Determination  The Clerk advised that with the position of Deputy CEO having been made redundant it was advisable to remove this ex officio position from the Governing Board membership and reduce the determination to 17.  It was  Resolved to reduce the current determination of the Governing Board to 17. | |
| **15**  **GB/16/09/18** | DATE OF NEXT MEETING –  Thursday 1st November 4pm Knowsley preceded by Governor training at 3pm | |
| **16**  **GB/17/09/18** | **Part 3 MINUTES OF THE MEETING HELD ON 5th July 2018 for** approval as a correct record and signature by the Chair  Postponed | |
|  | **The Meeting closed at 18.11pm** | |