



ST HELENS COLLEGE CORPORATION

**MEETING OF THE CORPORATION
HELD at 3.30 PM ON MONDAY 19 MAY 2015
IN Room A103, TECHNOLOGY CENTRE**

OPEN MINUTES

MEMBERSHIP:

- | | | | |
|---|----------------------|---|----------------------------|
| | Mrs E Brocklehurst | * | Dr J Burford |
| * | Ms D Charnock | * | Mr R Clarke (Chair) |
| * | Mrs S Jee | | Mr N Hall |
| * | Mrs J Heap | | Prof A McLean |
| * | Mr J Middlehurst | | Cllr S Murphy |
| | Mr D Rider | * | Mr P Round |
| * | Mr K Sanderson | * | Mr N Shore |
| | Ms S Taylor | | |
| | 2 External Vacancies | | |

* Denotes Member Present

IN ATTENDANCE:

- Mr R Molloy, Deputy Principal
- Mr J Hays, Director of HE (for Governor Development session only)
- Mrs J Brothwood, Head of English and maths (up to Minute Number 2861 only)
- Mrs C Lascelles, Director of Contracts and Data Analysis (up to Minute Number 2863 only)
- Mrs J Callaghan, Director of Customer Relations and Marketing (up to Minute Number 2864 only)
- Mrs C Jones, Clerk to the Corporation

GOVERNOR DEVELOPMENT: The meeting was preceded at 3.30 pm with an in-house Governor Development session relating to the new ‘Prevent’ duty under the Safeguarding Agenda, delivered by Mr J Hays, Director of HR. Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, including schools and colleges, to have due regard to the need to prevent people from being drawn into terrorism. There are 5 British values: Democracy; The rule law; individual liberty; mutual respect; tolerance of different faiths and beliefs. A number of specific duties for FE have been developed, including partnership; risk assessment; action planning; staff training; welfare and pastoral care/chaplaincy support; IT policies, monitoring and enforcement. A schedule of training for Governors and staff is underway and all relevant College policies and procedures will be reviewed against this new duty. Following a question from the Corporation about the required control mechanisms, it was confirmed that the threat to the country was currently classified as ‘severe’, with the local threat not considered by the police to be high in St Helens. Following another question from the Corporation, it was confirmed that there was no known national ‘Prevent’ social network to advise the College about any issues being experienced elsewhere in the country.

Mr J Hays left the meeting at this point

2856 DECLARATIONS OF INTEREST

There were no declarations of interest notified.

2857 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs E Brocklehurst, Mr N Hall, Professor A McLean and Mr D Rider.

2858 NOTIFICATION OF URGENT BUSINESS

a Technology Centre Capital Re-development (**Deputy Principal**)

2859 MINUTES OF THE PREVIOUS CORPORATION MEETING HELD ON 30 MARCH 2014

It was **RESOLVED** that the minutes of the previous meeting held on 30 March 2015 be **agreed** and signed as a correct record.

2860 MATTERS ARISING

a Minute 2845 p3 - Performance Dashboard (including approval of targets)
The Governor training relating to the new performance measures would be arranged in June 2015.

ACTION: Clerk – previously identified action

b Minute 2851.2 p6 – Committee Membership: Audit Committee
The Clerk reported that the current vacancy on the Audit Committee remained.

STRATEGIC ITEMS:

2861 ENGLISH AND MATHS DEVELOPMENTS

Ms J Brothwood, the Head of English and maths, presented an update to the Corporation about English and maths developments in the College. This included a summary of the new curriculum developments including Level 3 core mathematics (AQA) provision and the new GCSEs. The values of qualifications for 16-18s were also summarised, including a discussion around the potential implications on the College's position in the performance tables. Timetable changes are planned, with the benefits to students of the new model outlined. Adult provision is also being enhanced, with delivery in the community to be strengthened. A number of improvement strategies were being implemented in the Department to support the Journey to Outstanding, with the details outlined.

The Corporation asked how non-specialist staff could be best supported to support the English and maths agenda, and it was confirmed that there was a significant amount of CPD planned this term to address this issue. Cross-College audits of assessments, including checking whether spelling and grammar is corrected, were also undertaken for all staff, with feedback provided to individual staff, and the central team attends team meetings to work with staff.

It was noted that a competition was planned in CPD week for non-specialist and specialist staff to undertake English and maths GCSE examination papers to A* standard as part of a teamwork activity. This idea had been generated from good practice identified at The Sutton Academy. Governors asked how students could be encouraged to participate in English and maths more proactively, and it was confirmed that this would be addressed through the College's culture change programme following more robust student information, advice and guidance. It was noted that this was clearly promoted to students through the Prospectus and course detail information. The 'Mathletes' initiative including Saints players had been actively promoted throughout the College via a poster campaign, and this was being well-received by students. A growth mind-set CPD development programme had also been delivered throughout the College to further support staff.

Following a question from the Corporation about the number of students identified as 'unknown' with regard to qualifications at entry, it was confirmed that the College had purchased some software to address this issue for the next academic year, which includes a tool to determine the students' level more accurately.

The Corporation accepted the update report relating to English and maths developments, and requested more information about English and maths to be included within the Learner Performance reports at future meetings, so that Governors can review performance in this area on a monthly basis.

ACTION: Colette Lascelles to include more detail about English and maths within future Learner Performance Reports

Mrs J Brothwood left the meeting at this point

2862 GECT FUNDING PROPOSALS: PROGRESS REPORT

The Deputy Principal reported that, as reported at last week's meeting of the Resources Committee, the Charities Commission had replied to confirm that the application to use the GECT funds to replace the original property was not required, that the application had therefore been rejected and the Trustees could progress to release and use the funds. However, the Charities Committee had added that, should the Trustees wish to dispose of the library property at some future time, then the permission of the Charity Trust would be required. Further Eversheds advice had been taken and they had confirmed that permission to transfer the property should be sought before progressing.

The Corporation accepted the oral update, welcomed the confirmation that the funds could be released, and awaited permission to transfer the property before proceeding any further with the capital programme.

PERFORMANCE MONITORING ITEMS:

2863 LEARNER PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Learner Performance report. It was noted that this report had also been reviewed at the last meetings of both the Resources Committee and Standards and Curriculum Committees, with some additional information requested for future reports.

It was confirmed that an estimated 40% of achievements for 16-18s was attributable to functional skills, with all Heads of Department currently undertaking a predicted success rates' exercise to determine the current anticipated position. The data dashboard was also being utilised to support departments in this work.

The Learner Performance report was accepted by the Corporation.

2864 STUDENT-COLLEGE PARTNERSHIP REPORT

The Director of Customer Relations and Marketing presented the Student-College Partnership Report, which provided an update to the Corporation on the latest Student-College Partnership (Student Voice) engagement activities.

The impact of feedback received from HE students the previous year was outlined in the presented report, as HE students had requested a different identity from FE students, with the introduction of the term "University Centre" very well received by students, with further details to be presented to Governors about this development.

Feedback from the HE Forum held in November 2014 was presented. The HE focus was moving to the SKB Listed Building which would be developed as an HE hub with areas for IT and coffee/ snacks. Plans were moving forward via capital expenditure projects. The art gallery plans had now moved to the Listed Building from SKB ground floor as reported last year.

Following a question from the Corporation about the impact of this focus upon HE students on FE students, it was confirmed that the FE students also receive attention, and that these HE developments were more about providing aspiration and progression for students.

It was noted that the 2014/2015 HE National Student Survey had closed on 30th April 2015, with participation reported at 53.4% as compared to 61.9% at the same point last year. The result for 2014/2015 would be published in August 2015.

Feedback from the Student Council was received which had led to a number of improvements eg Canteen queuing times at the Technology Centre had been raised, with this issue to be addressed by the introduction of a new timetable structure next year allowing breaks to be planned at staggered times.

The first FE student survey went live on 1st October and closed on 19th December. Participation was very low at just 18.5%, 665 respondents. While several departments achieved over 50% participation, other departments were 0%. A number of strengths and areas for improvement were identified from the survey. Survey 2 closed on the 8th May 2015, with participation reported at 29.6%. There were four 4 departments that had achieved over 50% participation. Following a question from the Corporation about how to improve participation rates in the student surveys, it was confirmed that apprenticeship participation had increased and that surveys were only one way that the College captured student feedback, with many other mechanisms used. However, the Executive accepted the need to improve the participation rate. Survey 3 would go live at the end of May and would close in the first week of July.

Following a suggestion from the Corporation, it was **agreed** that evaluations following attendance on full cost programmes should also be captured to enhance the student voice.

ACTION: Director of Customer Relations and Marketing to oversee capturing student feedback following attendance on full cost courses and improve participation rate in the on-line surveys

The Marketing Department had undertaken a rebranding exercise for the learner voice activities and packaged up the different ways in which the College encouraged feedback, and to raise awareness of how student can have their opinions heard. 'What's on Your Mind' was used on average 17 times a month between September and November. Since the re-launch, the average use was reported at 31. All feedback received was responded to and forwarded to the relevant departments for action, consideration or response. The response from IT and Facilities was noted as being very responsive.

The Student-College Partnership Report was accepted by the Corporation.

Mrs J Callaghan left the meeting at this point

2865 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.

The confidential letter following the recent DfE visit had been received, with a follow-up visit not required. The details would be circulated to Governors for information. The OFSTED monitoring visit letter had also been received, which had been circulated to Governors for information.

Cllr E Smith has resigned from the Governing Body and a nomination from the Local Authority had been requested, with some portfolio changes announced following the recent elections. Mr Smith was thanked for his valuable services on the Governing Body. A new Sponsor Governor had recently been appointed, with the details outlined.

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:

2866 MANAGEMENT ACCOUNTS: MARCH 2015

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

It was reported that the College had a deficit of £764k for the month of March, which was £68k behind the business plan for the same period. This brought the year to date results to a deficit of £371k, a negative variance of £466k against budget.

The variance from the planned surplus was a result of the negative variances in income of £335k, and a negative variance on overall expenditure of £131k, which was detailed in the presented commentary.

Attention was drawn to the forecasted year-end position as at May 2015, which was discussed by the Corporation. This included information about the Skillworks contingency, together with the planning assumptions that supported the forecast.

It was **RESOLVED** by the Corporation that the Management Accounts to 31 March 2015, which included the forecasted year-end position as at May 2015, be approved, as accepted and recommended for approval by the Resources Committee.

2867 INSURANCE PROCUREMENT ARRANGEMENTS

The Deputy Principal reported that the College had contracted with the present insurance providers (UMAL) for a number of years, and that procurement tendering regulations were not required for this service, with a proposal that the College remains with UMAL going forward, with the reasons outlined.

After discussion, it was **RESOLVED** by the Corporation that the proposals relating to the insurance procurement arrangements be approved, and that the College should continue with UMAL as the College's insurance providers.

2868 PROPOSED AMENDMENT TO DEPRECIATION POLICY

The Deputy Principal presented a report which proposed an amendment to the College Depreciation Policy in order to recognise the increased useable life of a major refurbishment.

After discussion, it was **RESOLVED** by the Corporation that the proposed amendment to the College Depreciation Policy be approved, as recommended by the Resources Committee.

GOVERNANCE ITEMS:

2869 THE ENGLISH COLLEGES' CODE OF GOOD GOVERNANCE

The Clerk presented a report which presented the Corporation with the new Code of Good Governance for English Colleges, which replaces the former Code of Governance. An associated position statement has been circulated separately to Governors which assesses whether the Corporation was 'Compliant' against the 10 principles contained within the Code. This exercise also provided an assessment of performance against the values and principal responsibilities as set out in the Code and forms part of the overall review of the Corporation's assessment of its effectiveness (*which was in accordance with principle responsibilities 10.1 and 10.4*) and to support continuous improvement.

It was **RESOLVED** by the Corporation that the new Code of Governance for English Colleges be adopted, with the associated position statement which demonstrates overall compliance or otherwise with the Code also accepted. It was further **agreed** that some aspects of the position statement may need further consideration by the relevant Corporation Standing Committee, with any identified issues to be reported back to the Corporation, should this be required.

2870 PROPOSED SCHEDULE OF CORPORATION MEETINGS/CYCLE OF BUSINESS 2015/16

The Clerk presented the proposed schedule of Corporation and Committee meetings for 2015/16, together with the cycle of business relating to the Corporation, both of which were approved as presented.

The Corporation noted that separate Committee cycles of business were maintained by the Clerk, and that these, along with that of the Corporation, were live working documents, which could therefore be subject to change throughout the year.

2871 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING

2871.1 Resources Committee: 21 April 2015

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

INFORMATION ITEM:

2872 SENIOR LEADERSHIP TEAM REPORT

The Principal presented the Senior Leadership Team report for the information of Governors. Separate reports were presented about the new Government and key postholders, and also details about the membership of the Liverpool City Region Combined Authority, the Liverpool City Region LEP and the Liverpool City Region Employment and Skills Board. The Dual Mandate for adult vocational education had been launched by BIS in March 2015, which advocates more Higher Technical Vocational Education in FE colleges. The importance of this consultation remains unclear at the moment until more information becomes available nationally.

The Senior Leadership Team report was accepted by the Corporation as presented.

2873 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 2858 ABOVE)

a Technology Centre Capital Re-development (Deputy Principal)

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

2874 DATE AND TIME OF NEXT MEETING: Re-scheduled to be held at 4.00 pm on Wednesday 15 July 2015 (to be preceded by a Governor Development Session – time to be advised)