##

## MEETING OF THE GOVERNING BOARD

**TIME/DATE 4.00pm Thursday 17th May 2018 PRECEDED BY GOVERNOR TRAINING AT 3.30PM**

**VENUE BOARDROOM KNOWSLEY**

**PRESENT**

 **Name Category**

 Miss T Ajasa-Osayemi Student Governor

 *Mr B Bennett-Stanley* Staff Governor

 Dr J Burford CEO

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

 M*iss N Hawksford Student Governor*

 Mrs J Heap Staff Governor

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

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

 Mr J Pinsent External Governor

 Ms A Pryer Deputy CEO

 *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

**IN ATTENDANCE**

 Ms G Banks Principal (KC)

 Mr I Rippin Managing Director

 Mr R Molloy Chief Finance Officer

 Mrs L Lloyd-Williams Clerk to the Governing Board

***Italics denotes absence***

**, MINUTES**

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| **3.50pm****GB/18/05/29** | **GOVERNOR TRAINING: understanding data** Richard Caulfield Area Director of AoC gave an informative presentation on data and questions governors should be asking. Governors noted that the Sunburst report gives a snapshot of where college sits against other GFE’s nationally and in the North West. The Director highlighted the key Ofsted risk indicators and what governors should receive data on. It was highlighted that governors need to know the difference between reasons and excuses. AOC advised they can provide accurate information through Mides and that data is normally available by January for the previous year. Governors were taken through some of the key questions Governors asked about key indicators and what those might be. The Board were advised that they need to see all ranked measures with commentary alongside them. Discussion took place about Ofsted outcomes and it was agreed that AoC would come and look at the colleges data/challenge on it in the autumn.**Action Clerk to arrange an AoC review (David Corke and Richard**)It was also noted that the new Ofsted inspection framework will be coming into force in 2019.Governors asked to receive the * Ofsted data dashboard
* Sunburst report
* Slides

**Action Clerk** |
|  **Item** | **The formal meeting opened at 16.38 pm and was quorate with at least 9 governors present the majority of whom were external governors.** |
| **1****GB/18/05/30** | **APOLOGIES** Apologies were received and accepted from Mr B Benjamin-Stanley, Mrs Y Rennison, Mr K Sanderson and Ms N Hawksford. Mr N Shore had advised he would be late. |
| **2****GB/18/05/31** | **DECLARATION OF INTERESTS** There were no declarations of interest. |
| **3****GB/18/05/32** | **OPEN MINUTES OF THE MEETING HELD ON 22nd March** The minutes were approved as a correct record of the meeting on the 22nd March and for signature by the Chair. |
| **4****GB/18/05/33** | **MATTERS ARISING** – The Board considered the reporting template in relation to the assurance regarding improvement. The Board was advised that in using the template the Principals will report and the CEO will triangulate the information as far as possible. Governors asked for an amendment to refer to including extension tasks. The Board approved the use of this document. The Clerk took the Board through the rest of the Action Sheet and noted matters that were outstanding.  |
| **5****GB/18/05/34** | MARKETING (CONFIDENTIAL) This item was considered to be confidential by the Governing Body and the details are therefore recorded within the confidential minutes of this meeting. |
| **6****GB/18/05/35** |  STRATEGIC CURRICULUM PLANNING 9TH MAYThe Committee Chair provided the Board with a verbal report of the meeting on the 9th May. It was noted that the committee had looked at curriculum development and curriculum impact reports. Table 10 in the RF bid was highlighted which enables the committee to focus on key curriculum areas. The Board were advised that the college group was awaiting the outcome of the QAA report which will be circulated once received. The Committee Chair gave the Governing Board assurance that there was alignment of curriculum to local needs. The Committee Chair reported that the committee had also considered the marketing and recruitment plan and the introduction of A levels at Knowsley. The Principal of Knowsley provided further information regarding applications and offers for A Levels. Governors sought clarification about offers in relation to A levels and acceptances and the concentration of subjects.It was noted that the committee had also considered the curriculum review process and how it linked to finances which the committee would hear further upon at the next meeting. The Board were also advised that the committee had considered curriculum innovation, CPD for staff and the English and maths strategy which had been commended outside of the college.Upon the recommendation of the committee it was Resolved to approve the English and Maths strategy |
| **7****GB/18/05/36** | QUALITY & OUTCOMES COMMITTEE 9TH MAY The Committee Chair provided the Board with a verbal report of the meeting on the 9th May. It was noted that the committee had looked at the scorecard based on targets in the RF bid. The committee has asked that the college include some more aspirational targets within the scorecard. Consideration had also been given to ALPs as well as achievement targets and the committee had asked for more detail to allow governors to understand. It was noted that the teaching and learning assessment process was currently under review and there has been a pilot for a Curriculum and Quality Review process(CQR) which has been well received by staff.The Committee Chair advised that they had considered curriculum areas requiring improvement and the main area requiring focus was combined sciences. The Student Performance Report had also been monitored by the committee and it had been noted that currently 20% of 16–18 students are yet to reach target but support being given to those students had been explained. In relation to attendance and retention, the Committee Chair advised the latter had improved however there have been some changes in standards which will potentially have an effect on achievement rates. It was also noted that Apprenticeships were being closely monitored and the number of apprentices out of funding are reducing although disappointingly high. Areas of particular concern in relation to apprenticeships were noted to be KZN and Matalan.  |
| **8****GB/18/05/37** | **FINANCE, RESOURCES & COMMERCIAL COMMITTEE 16TH MAY** The Committee Chair provided the Board with a verbal report of the meeting on the 16th May. It was noted that the management accounts were on the agenda and that going forward these would be circulated every month. The need to constantly look forward was highlighted and it was noted that key governors with the CFO are to go through the business planning model.In relation to the redundancy programme it was reported that a maximum of 10 positions would be subject to compulsory redundancy.The Board’s attention was drawn to the fact that the College Group will need to undertake more AEB subcontracting than had been anticipated and the committee had asked for assurance regarding the review process for this. The committee had also considered full cost income and the Northern Logistics Academy and how we can start to package the former. The Managing Director provided the Board with further information regarding his proposals for improving full cost. The remainder of the agenda item was considered to be confidential by the Governing Body and the details therefore recorded within the confidential minutes of the meeting.  |
| **9****GB/18/05/38** | FINANCE**Management accounts March 2018 CONFIDENTIAL** This item was considered to be confidential by the Governing Body and the details are therefore recorded within the confidential minutes of this meeting. |
| **10****GB/18/05/39** | SUTTON ACADEMYThe CEO had provided a paper reporting on the outcome of the Ofsted monitoring report. The Board expressed their appreciation to the CEO in her capacity as Chair of the Governing Board and to the Principal of the Sutton Academy.Action: Clerk |
| **11****GB/18/05/40** | ANY OTHER BUSINESS Governors were reminded of the workshop on the 8th June and also provided with a draft schedule of meetings for 18/19 which the Clerk asked for comment upon by the end of the month. The Clerk advised that it did not appear that the Code of Good Governance had been formally adopted by the merged college it having been adopted by both the former Knowsley and St Helens colleges. It wasResolved to adopt the Code of Good Governance for English Colleges |
| **12****GB/18/05/41** | DATE OF NEXT MEETING – Thursday 5th July 4pm St Helens |
|  | The CFO, Staff Governor and Principal of Knowsley all left the meeting which closed at 17.53pm |