**ST HELENS COLLEGE CORPORATION**

**MEETING OF THE CORPORATION BOARD HELD AT 11.00 am ON**

**MONDAY 4TH SEPTEMBER 2017 IN THE BOARDROOM, TOWN CENTRE CAMPUS**

**MINUTES**

**PRESENT**

Susan Jee

Elaine Brocklehurst

Diane Charnock

John Middlehurst

Jette Burford

Phil Round

Nick Shore

Alexis Mason

Julie Heap

Keith Sanderson

**APOLOGIES**

Elaine Brocklehurst

Diane Charnock

Alexis Mason

**IN ATTENDANCE**

Mr M Flinn

Mrs A Pryer

Mr N Gribben

Mr R Molloy

1. **ANNUAL ELECTION OF THE CHAIR/VICE CHAIR (until merger)**

Mrs Jee was invited to leave the meeting to enable Members to discuss the election of the Chair. It was proposed, and seconded, that Mrs Jee should remain as Chair. Mrs Jee was then invited to remain as Chair for the remainder of the term and she accepted the nomination.

It was proposed and seconded that Elaine Brocklehurst should remain as Vice Chair. Mrs Brocklehurst was not at the meeting, but will be invited to remain as Vice Chair for the remainder of the term.

1. **DECLARATIONS OF INTEREST**

None declared

1. **APOLOGIES FOR ABSENCE**

Ms Brocklehurst

Ms Mason

Ms Charnock

1. **NOTIFICATIONS OF URGENT BUSINES**

a Reappointment of Governors

b Legal and Financial action plan – Taken under Minute 7.6.2

1. **MINUTES OF THE PREVIOUS MEETING ON THE 10TH JULY 2017**

The minutes of the meeting on the 10th July were agreed as a true and accurate record.

1. **MATTERS ARISING**

It was agreed that outstanding actions for the Clerk be carried over to the next meeting.

The meeting schedule has been shared with Members.

Dr Buford confirmed that a press release in respect of the very good apprenticeship results was

Issued and advertisements were in the local press and on posters across the town.

**STRATEGIC ITEMS:**

1. **MERGER UPDATE**

**7:1/7:2 Minutes from the Transition Board Meetings: 10th March 2017 and 14 July 2017**

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

**7:3/7:4 Feedback from the RF External Advisory Panel meeting: 16 August 2017 and impact on merger plans and Merger Date**

The above items were subsumed into the above item.

**7:5 Extension of all Transition agreements to merger (for approval)**

All decisions originally taken were to the 20th September, and the paper presented included a request for an extension of the plans until the merger date on the 1st November 2017. Members confirmed that they were happy to approve the proposal.

It was **RESOLVED** that the proposal to extend all transition agreements to 1st November 2017 be approved.

Mr Middlehurst asked if students had been told about the merger, but Dr Burford confirmed that this would be discussed with students in October to ensure that they enrol, get settled and are happy with the programme before raising this as an item with them.

**7:6 Merger and post-merger Action Plans –** subsumed into above item.

**7:6:1 Timeline/Critical Path** – Dates confirmed as 1st November

**7:6:2 Legal and Financial Merger Action Plan**

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

**7:6:3 Merger Date Communication and Actions**

Dr Burford assured the board that there would be significant communication around the merger and provided a document outlining the process and requested any comments. Mr Shore noted that the plan was focused largely on internal stakeholders and asked to see the external stakeholder plan.

**Action: Dr Burford to circulate the external communications plan to Governors**

**7:7 Merger Risk Register**

It was noted that the joint merger Risk Register was being followed carefully.

A question was raised by Mr Flinn with regard to the Merger Implementation Specialist. Dr Burford confirmed that this might be a package of support rather than one person as the needs will vary through different stages in the process. Dr Burford confirmed that work would be ongoing to ensure that the right decisions are made that will support the College Group.

**7:8 Pre-merger arrangements and accountability**

Dr Burford confirmed that the two Colleges were now being run and managed as a merged College Group, and that there may be a slight risk to taking this approach before the formal merger takes place. To date, feedback has been positive regarding the arrangement, and this has enabled a positive start to the new academic year. The Chair asked for concerns from the Board, but all Members confirmed that they understood the risk, but were happy to support its continuation in the interests of staff and students.

**PERFORMANCE MONITORING ITEMS:**

**8 College Performance Position as at 25th August 2017**

The Vice Principal provided an oral update on the current College performance position:

**Achievements:** 2016/17 achievements as of the 1st September. Mr Gribben reported that overall, the picture was positive but requested members to note that there are some areas for improvement.

**Apprenticeships:** Mr Gribben confirmed that the results as they stand are well above the national average.

Overall 74.1% (7.1% above the national average)

Timely 67.8% (9.1% above the national average)

**English and Mathematics**: Mr Gribben reported Improvement in both English and Maths GCSE for both 16-18 students and adults. The results are subject to some re-mark requests, but overall the results for both groups has improved by 10%. The outcomes for 14-16 students saw a drop in the results for GCSE English, but Mr Gribben advised that this was partly due to changes in awarding body away from IGCSE which makes direct comparisons difficult. Further analysis is being undertaken to ascertain the distance travelled by students.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Age | 2015/16 | | 2016/17 | |
|  | English Language | Mathematics | English Language | Mathematics |
| 14-16 | 37% (46) | 17.4% (46) | 23.4% (64) | 20.6% (63) |
| 16-18 | 11.7% (506) | 4.3% (539) | 21.9% (635) | 16.8% (701) |
| 19+ | 44.4% (117) | 33.1% (124) | 51.2% (127) | 43.5% (131) |

**16-18** **Learners (Programmes of Study):**  Out turn for 16/18 at the moment stands at 78.9% but the ILR will not be returned until October and a final figure will be available at this point. Currently, the prediction is that the overall achievement will improve, but it depends on a number of functional skills results.

**A levels:**  There has been a fall in achievement rates for A Levels, but alongside this has significantly improved value added. Again, final figures will be available in October, but the indication is that the learners who were retained achieved higher grades. The outcomes will be analysed, and IAG will be reviewed to ensure that the right learners are recruited to the A Level programme and the Standards Committee will take a strong overview of the provision. Going forward, the provision includes career ‘bundles’ with clear progression to work or HE.

**19+** Mr Gribben confirmed that currently there appears to be an increase in performance, but exact figures not available at this moment as some achievements are not yet recorded. Results from a sub-contractor and Functional skills achievements are awaited. Mr Molloy and Mr Gribben will pursue this with a view to brining a clearer picture to the Standards Committee. Retention is high, so this should hopefully convert to achievement.

Mr Gribben confirmed that there is still work to be done to bring in the achievements and if these materialise, then the results will be positive. However, the positive picture presented does hinge on these being achieved.

Governors raised questions regarding the learners who failed to achieve an A\*-C grade at GCSE, and Mr Gribben confirmed that those students will re-sit the GCSE.

Mr Shore asked about how English and Maths was being embedded into vocational curriculum and Ms Heap confirmed that there was more joined up working between English and Maths staff and vocational teams. Dr Burford and Ms Pryer confirmed that St Helens is working closely now with KCC to share good practice.

The Corporation accepted the College Performance position update report.

**9 Student recruitment update report**

Mr Molloy confirmed that early indicators are that recruitment shows a positive picture.

**16-18**: Currently standing at 1647 against a target of 2096.

Mr Molloy confirmed that the position is higher than at this time last year, and supported learners are not yet showing as enrolled. There are some areas with improved enrolments, and others with lower enrolments.

**Areas with strong enrolment:**

Animal Care

Engineering

Hairdressing and Beauty Therapy

Health and Care, Sport and Public Services

**Areas which have not yet reached target, but are working on improving the position**:

Construction

Computer Industries

**Adults:** 462 adults have been recruited to date. This is behind where the College was last year but still too early to ascertain the final outcome. Mr Molloy confirmed that there are some areas not fully recorded yet so the figure could improve. It was noted that many enrolments are English and Maths enrolments which for adults does not generate a significant amount of income when compared to other adult programmes so there needs to be careful monitoring of the targets not only in terms of numbers but in terms of income generation.

**Advanced Learner Loans**: 172 learners recruited to date which is lower than the previous year at this point when 182 enrolments had been recorded.

**Full Cost Recovery:** 123 learners recruited to date which is lower than previous year at this point when 149 enrolments had been recorded.

Members queried the low recruitment in construction given the growth in the building industry. Mr Molloy confirmed that there is a possibility that this will improve, however the figures are down on recruitment from this time last year, so this will be monitored carefully.

Mr Molloy further confirmed that adult recruitment could have been affected by fees, but advised that there are enrolment activities going on so hopefully this should improve. There is some possibilities to catch up on figures by recruiting during the year for adults, but this is not a given so the picture will be monitored carefully. It was noted that there appears to be a trend of under recruitment of adult learners nationally, and there is a similar pattern at KCC. Members asked about the actions in place to ensure that recruitment continues and Mr Molloy confirmed that further marketing activities have been undertaken, and contact has been made with all students who failed to attend interviews and enrolment to invite them into College.

In terms of the Business Plan the figures are being tracked based on the information given by teams, but this will monitored in line with the RF submission. Dr Burford reminded the Committee that 16-18 funding is lagged, whereas 19+ funding is drawn in-year.

**Apprentices**: Mr Molloy confirmed that it was too early to report fully, but recruitment remains as expected with students carried over from last year giving a good start to the year. However, Dr Burford requested that Members note the risk that there is still the possibility that the College could be taken of the ESFA Register of Providers.

**HE:**  Again, too early to report but applications are up on last year which is positive.

The Corporation accepted the student recruitment update report.

**10 The Sutton Academy Progress Report**

Dr Burford confirmed that significant improvement has been achieved. The Academy is not at national rate yet, but significant steps have been made in the right direction. Dr Burford confirmed that this is as a result of improved standards in the school with a combination of improving teaching and learning, improved exam preparation for learners, management presence in classrooms, CPD and performance management of staff. There is now a culture of the senior team undertaking walk through observations of all staff at the start of the year Last year the Chair of Governors did walk throughs too to ensure that the school understood that the Board were supporting the initiative.

Progress 8 figures will be confirmed in October, but the Academy team confirmed that they felt confident that they will be above -0.5 which is the DFE threshold for intervention. At the moment it stands at -0.51. The student intake is better in terms of prior attainment, and the Academy’s performance will be measured against this. They still have a high percentage of Pupil Premium learners and although data shows improvement for this group of learners, there are still some areas under performing that will be addressed. Dr Burford will confirm with the Board the actions that will be taken to continue improvement.

The Corporation accepted the Sutton Academy progress report.

**GOVERNANCE ITEMS**

**11 Associate Governor scheme**

The Chair confirmed that an Associate Governor scheme had been discussed with the Board previously, which was now approved and welcomed by the Corporation.

**FINANCE AND RESOURCES ITEMS:**

**12 Year-end 2016/17 financial update**

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

**13 Proposed Capital Programme 2017/18**

A number of Capital Plans in the RF plan with an additional amount for year on year expenses. The first meeting is planned for the 5th September. Mr Molloy suggested that the capital expenditure plan be taken to the Resources Committee for approval and a finalised plan will then be brought to the Board.

The Corporation noted the proposed capital programme 2017/18 update report.

**COMMITTEE MINUTES:**

**14 Minutes of the Committees of the Corporation and Matters Arising**

The Corporation accepted the following Standing Committee Minutes:

14:1 Resources Committee: 12th May 2017

14:2 Resources Committee: 16th June 2017

14:3 Resources Committee: 7th July 2017

14:4 Standards and Curriculum Committee: 8th May 2017

14:5 Standards and Curriculum Committee: 9th June 2017

14:6 Standards and Curriculum Committee 3rd July 2017

14:7 Audit Committee: 26th June 2017

**15 Urgent Business (as raised under Item 4 above)**

**Reappointment of Governors.**

The Chair confirmed that Mr Paul Christian had agreed to continue as a Co-opted member of the Audit Committee for a further two-year term-of-office and that Prof Alexis Mason had agreed to continue as an External Governor for a further term-of-office.

It was **RESOLVED** by the Corporation that the two above re-appointments be approved.

**16 Date and time of next meeting: 3.00 pm on Monday 2nd October 2017.**