

### ST HELENS COLLEGE CORPORATION

### MEETING OF THE CORPORATION

### HELD AT 12.00 NOON ON WEDNESDAY 28 SEPTEMBER 2016

### IN THE BOARD ROOM, TOWN CENTRE CAMPUS

#### O P E N M I N U T E S

**MEMBERSHIP:**

\* Cllr A Bowden \* Mrs E Brocklehurst

\* Dr J Burford \* Ms D Charnock

\* Mr R Clarke **(Chair)** Mrs S Jee

\* Mr N Hall \* Mrs J Heap

\* Prof A Mason Mr J Middlehurst

\* Mr P Round Mr K Sanderson

 Mr N Shore

2 External Vacancies

 2 Student Vacancies

\* Denotes Member Present

**IN ATTENDANCE:**

Mr B Dean, Deputy Principal (Curriculum and Excellence)

Mr R Molloy, Deputy Principal (Finance, Estates and ICT)

Mrs J Callaghan, Director of Customer Relations and Marketing (for Minute number 3060 only)

Mrs C Jones, Clerk to the Corporation

**Minute Number 3060 was taken as the first item with the details recorded within agenda order.**

**3048 ANNUAL ELECTION OF CHAIR**

It was **PROPOSED** by Mr N Hall and **SECONDED** by Mr P Round that Mr R Clarke be re-appointed as the Chair of the Corporation for 2016/17. No other nomination had been received.

It was duly **RESOLVED** by the Corporation that Mr R Clarke be re‑appointed as Chair of the Corporation for 2016/17.

**3049 ANNUAL ELECTION OF DEPUTY CHAIR**

It was **PROPOSED** by Ms D Charnock and **SECONDED** by Mr P Round that Mrs E Brocklehurst be re-appointed as the Deputy Chair of the Corporation for 2016/17. No other nomination had been received.

It was duly **RESOLVED** by the Corporation that Mrs E Brocklehurst be re-appointed as Deputy Chair of the Corporation for 2016/17.

**3050 DECLARATIONS OF INTEREST**

There were no declarations of interest notified.

**3051 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs S Jee, Mr J Middlehurst,

Mr K Sanderson and Mr N Shore.

**3052 NOTIFICATION OF URGENT BUSINESS**

 There were no items of urgent business notified.

**3053 MINUTES OF THE PREVIOUS CORPORATION MEETINGs:**

 **3053.1 11 July 2016**

 It was **RESOLVED** that the open and confidential minutes of the previous

 meeting held on 11 July 2016 be **agreed** and signed as a correct record.

**3053.2 26 August 2016**

 It was **RESOLVED** that the confidential minutes of the previous

 meeting held on 26 August 2016 be **agreed** and signed as a correct record.

**3054 MATTERS ARISING**

**3054.1 11 July 2016**

 There were no matters arising from the above minutes.

**3054.2 26 August 2016**

 There were no matters arising from the above minutes.

**STRATEGIC ITEMS:**

**3055 AREA REVIEW: PROGRESS REPORT**

The Area Review Steering Group 4 meeting was scheduled later today, followed by a Governor briefing meeting.

**3056 MERGER**

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

**3057 STRATEGIC PLAN 2016-2018 (Part 1) (Draft)**

This item was deferred until the next Corporation meeting, at which both part 1 and part 2 of the Strategic Plan 2016-2018 would be presented.

**PERFORMANCE MONITORING ITEMS:**

**3058 COLLEGE PERFORMANCE POSITION AS AT AUGUST 2016**

The College Performance update as at 31 August 2016 was presented, which had also been scrutinised by both the Standards and Curriculum Committee and Resources Committee.

At these meetings, Governors had expressed that they were unhappy with the English and maths results and had consequently requested and received a detailed set of actions that had been taken to make the required improvements. Governors were also not satisfied with the decline in apprenticeship success rates and required reasons for the decline and what was being done to improve results. Whilst many actions had been put in place, there was insufficient challenge and rigour from the Senior Team to ensure success. Governors instructed that the drive and rigour of checking progress of each student on a fortnightly basis be continued, and the Executive confirmed that this was being addressed.

The Principal added that the AoC had visited the College last week to discuss data. It was noted that a national lobby was being made by the AoC to provide more funds to support colleges in relation to English and maths. A tele-conferencing meeting had been offered by the AoC with Governors, if required.

The Corporation accepted the College performance position as at August 2016.

**3059 ENROLMENT UPDATE REPORT**

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

**3060 ANNUAL COMPLIMENTS AND COMPLAINTS REPORT 2015.16**

The Director of Customer Relations and Marketing presented a report which advised the Corporation on the numbers and nature of formal compliments and complaints received by the College during 2015/16.

It was noted that the College had received a total of 36 compliments and messages of congratulations as compared with 48 recorded in 2015/16.

It was also noted that the College had formally recorded 25 complaints in 2015/16 as compared with 27 complaints received in 2014/15, and 21 received in 2013/14. The report also included a summary of complaints by type for the last three years.

The Annual Compliments and Complaints report for 2015/16 was accepted by the Corporation as presented.

**Mrs J Callaghan left the meeting at this point.**

**3061 THE SUTTON ACADEMY: PROGRESS REPORT**

The Principal presented a progress report which informed the Corporation of the latest developments in respect of The Sutton Academy.

It was welcomed that the Academy has made significant improvement in examination results in 2016 following a number of improvement strategies that had been put in place throughout last year. The Principal in her role as the Chair of the Governing Body at the Sutton Academy had undertaken some recent visits to the classroom at the Academy with very positive feedback reported and in particular in terms of discipline and pupil behaviour. It was noted that the results for A\*-C English and Maths had improved from 40% in 2015 to 48% in 2016 (against a target of 50%). The tracking in relation to the vast majority of subjects had been accurate, or within a reasonable tolerance margin. However, the English results had been disappointing, with the improvement strategies reported including the recruitment of a new Head of English. The key challenges going forward were to ‘stretch and challenge’ the most able students, and to continue to make improvements overall.

The Sutton Academy progress report was noted by the Corporation, with no

further information requested by the Corporation at this time.

**3062 REPORTS FROM THE AUDIT COMMITTEE**

It was **RESOLVED** by the Corporation the Internal Audit Strategy 2015/16 – 2018/19 be approved, as recommended by the Audit Committee.

**3063 CLERK’S ANNUAL REPORT 2015/16**

 The Clerk presented the Clerk’s annual report for 2015/16, which included a

 summary of the work of the Corporation and Committees over the previous

 year, Governor attendance statistics (with one typographical error on the

 attendance at Audit Committee for one member noted), Governor Development

 attendance, and the outcome of the Governance Self-Assessment Action Plan for

 2015/16.

The Corporation noted the Clerk’s annual report for 2015/16 as presented.

**FINANCE AND RESOURCES ITEMS:**

**3064 YEAR-END 2016 MANAGEMENT ACCOUNTS**

The Deputy Principal (Finance, Estates and ICT) presented the Year-End 2016 Management Accounts.

It was reported that the College expected a surplus of £39k for the year, which was £63k behind the business plan. The variance from the planned surplus was a result of the negative variances in income of £882k, offset by a positive variance on overall expenditure of £819k, which was as detailed in the presented commentary.

The Corporation noted and acknowledged the impact of the depreciation policy in relation to the reconciliation of depreciation categorisation. Following a question from the Corporation, clarification was provided relating to the third party training costs.

It was **RESOLVED** by the Corporation that the Year-End 2016 Management Accounts be approved, as accepted and recommended for approval by the Resources Committee at the meeting held on 16 September 2016.

**3065 PROPOSED CAPITAL PROGRAMME 2016/17**

The Deputy Principal (Finance, Estates and ICT) presented proposals relating to the process for the operation of the capital programme for 2016/17.

It was **RESOLVED** by the Corporation that the process for the operation of the capital programme for 2016/17 be approved as recommended by the Resources Committee.

**GOVERNANCE ITEMS:**

**3066 GOVERNANCE SELF-ASSESSMENT REPORT AND ACTION PLAN (DRAFT) 2015/16**

The Clerk presented the draft Governance Self-Assessment Report for 2015/16, which excluded the proposed gradings, together with a list of proposed topics to include within the action plan for 2016/17. Governors were invited to provide further evidence to support the report. The list of proposed topics for inclusion in the action plan was welcomed by the Corporation and these would be drafted into a SMART action plan for further consideration. It was **agreed** that the report, including the proposed grades, together with a proposed action plan would be reviewed further at the next meeting of the Resources Committee and for recommendation to the Corporation.

**ACTION: Corporation Members requested to provide further evidence to support the Governance SAR report**

**COMMITTEE MINUTES:**

**3067 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING**

**3067.1 Search and Governance Committee: 11 July 2016 (Draft)**

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

**3067.2 Resources Committee: 11 July 2016**

It was **RESOLVED** by the Corporation that the open and confidential Minutes of the above meeting be accepted.

**3067.3** **Resources Committee: 16 September 2016 (Draft)**

It was **RESOLVED** by the Corporation that the open and confidential Minutes of the above meeting be accepted.

**3067.4 Standards and Curriculum Committee: 5 September 2016 (Draft)**

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

**3068 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 3052 ABOVE)**

 There were no items of urgent business notified.

**3069 DATE AND TIME OF NEXT MEETING:** **11.30 am on Friday 14 October 2016**

 **(Non-scheduled meeting)**