

ST HELENS COLLEGE CORPORATION

RE-SCHEDULED MEETING OF THE CORPORATION HELD AT 1.30 PM ON MONDAY 12 DECEMBER 2016 IN THE BOARD ROOM, TOWN CENTRE CAMPUS

OPEN MINUTES

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 K Onza	*	Mr P Round
	Mr K Sanderson		Mr N Shore
	1 Student vacancy		
	2 External vacancies		

* Denotes Member Present

IN ATTENDANCE:

Mr M Flinn, Chair of the Corporation Knowsley Community College (Observer)
Mr B Dean, Deputy Principal (Curriculum and Excellence)
Mr R Molloy, Deputy Principal (Finance, Estates and ICT)
Ms C Lascelles, Director of Contracts and Data Analysis (for minute number 3088 only)
Mrs C Jones, Clerk to the Corporation

3079 DECLARATIONS OF INTEREST

Mrs S Jee declared an interest in Minute Number 3096.1 in relation to the consideration of her own re-appointment as a Governor at St Helens College.

3080 APOLOGIES FOR ABSENCE

Apologies for absence were received Ms D Charnock, Mr K Sanderson and Mr N Shore.

3081 NOTIFICATION OF URGENT BUSINESS

There were no items of urgent business notified.

3082 MINUTES OF THE PREVIOUS CORPORATION MEETING HELD ON 4 NOVEMBER 2016

It was **RESOLVED** that the confidential minutes of the previous meeting held on 4 July 2016 be **agreed** and signed as a correct record.

3083 MATTERS ARISING

There were no matters arising from the above minutes.

STRATEGIC ITEMS:

3084 AREA REVIEW: PROGRESS REPORT

The Chair reported that the final Area Review meeting had been held with feedback received by the Corporation. The recommendations from the review have been shared with all colleges. A subsequent meeting of Principals had been held focusing on the Local Authority's recommendations with the resulting report now shared with Governors. This report included the Combined Authority's proposals to develop an Apprenticeship Growth Plan to drive forward targets for an expansion for the breadth and volume of apprenticeships. There remains some significant concerns about the plans going forward. Concerns raised had been about the Capital Fund in a letter also copied to the Combined Authority Chair and also copied to the Chairs and Leaders of each Local Council.

3085 MERGER

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

3086 STRATEGIC PLAN 2016-2018 (Parts 1 and 2) (Draft)

The Deputy Principal (Finance, Estates and ICT) presented the draft Strategic Plan Parts 1 and 2 for 2016-2019, highlighting within Part 1 the corporate priorities and targets for the period, which were in support of the College's journey to reach outstanding status by 2017/18. The implications of the merger had also been referenced in the plan which, it was noted could impact on the achievement of outstanding status being delayed until 2018/19.

It was noted that Part 2 of the Strategic Plan contained the departmental analysis against LMI as well as highlighting the opportunities for expansion. Potential over-supply was also analysed as part of the plan. Governors raised the question whether the higher level provision had a strong focus in the plan, but it was confirmed that the growth of HE as part of internal progression also remains a key priority for expansion at the College. Governors also raised that more emphasis could be placed upon the joint Logistics Academy, and it was confirmed this would be addressed as part of the revised Plan post-merger. One Governor commented positively on the facilities that he had observed at the launch of the Logistics Academy recently held at Knowsley. It was acknowledged by the Corporation that these developments matched the shared vision and aspirations for the local area. One Governor asked about the College Committee structure and it was **agreed** to share this with Governors.

ACTION: Clerk to email the College Committee structure to Governors for information

It was **RESOLVED** by the Corporation that the Strategic Plan 2016-2019 Parts 1 and 2 be accepted and approved by the Corporation as presented, subject to minor amendments. Governors welcomed the mapping against LMI and Corporate Priorities and the Deputy Principal (Finance, Estates and ICT) was thanked for his lead in drafting this year's Plan.

PERFORMANCE MONITORING ITEMS:

3087 COLLEGE DRAFT SELF-ASSESSMENT REPORT 2015/16

The Deputy Principal (Curriculum and Excellence) presented the College's Self-Assessment Report for 2015/16, which had previously been reviewed by the Standards and Curriculum Committee, and at which some changes had been agreed.

It was noted that the SAR was now a document much reduced in size and based more on the OFSTED inspection reporting format. The report had also undergone a desk-top review by an External OFSTED trained Inspector, who had validated the College's self-assessed grades.

The Principal added that the College has a variety of significant 'stretch and challenge' provision, including many two-year programmes which should positively be noted in the SAR.

The Corporation discussed the proposed apprenticeship SAR grading in detail. The HMI OFSTED annual report has just been released and it was **agreed** that the apprenticeship national rate would be analysed against the College's position before any final decision was taken. However, at the moment the Corporation **agreed** that the apprenticeship grade should be assigned as a grade 3, subject to any further national information becoming available.

ACTION: Principal to review the national apprenticeship position to inform the Governors if any change is to be considered beyond grade 3 in relation to apprenticeships

It was agreed that the growth in English and maths in the College needs to be more clearly identified in the SAR. It was noted that the College had been invited, and had agreed, to participate in a DfE research project regarding English and maths.

Following a question from the Corporation, it was confirmed that the SAR no longer needs posting on the OFSTED website.

It was **RESOLVED** by the Corporation the College Self-Assessment Report for 2015/16 be approved as presented, subject to comments raised by Governors, and subject to the agreed review of the apprenticeship grade as outlined above and other minor amendments.

Cllr Andy Bowden left the meeting at this point.

Ms C Lascelles joined the meeting at this point for consideration of the next item only

3088 LEARNER PERFORMANCE REPORT

The Director of Contracts and Data Analysis had been invited to this part of the meeting to present the latest Learner Performance report, which had also been scrutinised by both the Standards and Curriculum Committee and Resources Committees.

It was reported that the format of the report had been significantly revised to provide more detailed analysis within the commentary to support the actions being taken to address any areas of identified concern.

The Chair of Standards and Curriculum Committee reminded Governors that the reasons for any dips in retention at this time of year had been requested by Governors for inclusion in the narrative of the reports, in order to provide assurances to Governors that all concerns were being addressed by prompt and decisive actions.

The Standards and Curriculum Committee had considered apprenticeships in detail and a separate report had been presented at the last meeting of the Committee to indicate the current position against the same time last year. This report had been welcomed by Governors and would be replicated at each meeting.

The Chair reminded the Executive that apprenticeship provision must continue to be very carefully monitored by Governors on a monthly basis, with a report on the latest apprenticeship provision to always be presented at each committee and Corporation meeting.

ACTION: Executive to provide a report on the latest apprenticeship position at each Governor meeting and to review the protocol for the Learner Performance report

Following concerns raised by the Corporation about retention, which is an ongoing issue, the Deputy Principal (Curriculum and Excellence) outlined the changes in curriculum which were planned eg 'A' level hybrid model, to assist with retention.

The Learner Performance Report was accepted by the Corporation as presented.

3089 PERFORMANCE DASHBOARD: REVIEW OF TARGETS

The Deputy Principal (Curriculum and Excellence) presented the Performance Dashboard, which included the proposed targets for 2016 – 2019, as recommended by both the Standards and Curriculum Committee and Resources Committees. The targets that were recommended were intended to be both stretching and realistic.

After due consideration, the performance dashboard was accepted by the Corporation, which included approval of the targets contained therein. The Standards and Curriculum Committee had agreed that the dashboard should also include the 14-16 Academy targets, which was yet to be actioned.

ACTION: Vice Principal to include the 14-16 Academy targets on the performance dashboard

Ms Lascelles left the meeting at this point.

3090 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 noted that a visit from the DfE was scheduled at the Academy this week with a visit to see the new School Commissioner also scheduled in January 2017.

A new Head of English had been appointed to support the Academy's improvement strategy. The Academy continues to be supported by a teaching school with regard to CPD with Governors receiving a positive update from the Dean's Trust at last week's meeting.

It was reported that the Governors at The Sutton Academy were feeling positive about the future, with many new staff joining the Academy this year, including some new members to the senior team. The outcomes from the recent staff survey had also been very positive. However, it is acknowledged that there was still much work to do. Review meetings between some Governors and Heads of Faculties had recently taken place, with issues scrutinised. However, the vast majority of the Heads responded well to the challenges.

The Sutton Academy progress report was noted by the Corporation, with no further information requested by the Corporation at this time.

3091 REPORTS FROM THE AUDIT COMMITTEE

The Chair of the Audit Committee presented the following two reports, as recommended for acceptance from the Audit Committee:

3091.1 Internal Auditors' Annual Report 2015/16

The Corporation noted the following audit opinion received from ICCA: **'Based on the work undertaken during the year, and the implementation by management of previous internal audit recommendations, we can provide the Audit Committee and Corporation with reasonable assurance that St Helens College's governance, risk management, and systems of internal control were operating adequately and effectively, and that there were no instances where any breakdown of control resulted in a material discrepancy. In our opinion, the College has adequate and effective governance, risk management, and systems of internal control in place to manage the achievement of its objectives and securing economy, efficiency and effectiveness'**.

It was **RESOLVED** by the Corporation that ICCA's Annual Internal Audit Report for 2015/16 be accepted, as recommended by the Audit Committee.

3091.2 Annual Report from the Audit Committee to the Corporation and Principal 2015/16

The Audit Committee's Annual Report in relation to 2015/16 was presented to the Corporation, and to the Principal as the Chief Accounting Officer of the College.

The Annual Report summarises the work of the Audit Committee over the period 2015/16 and provides the Corporation, and the Principal as the Chief Accounting Officer, with an opinion on the adequacy and effectiveness of the College's internal control, governance and risk management systems.

It was noted that the overall opinion of the Audit Committee to the Corporation was as follows:

'After consideration of reports and opinions of both the College's Internal and External auditors, and taking into account the materiality of each report, it is the opinion of the Audit Committee that the College's internal controls, governance and risk management frameworks are adequate and effective. It is also the opinion of the Audit Committee that, based on the opinions provided by the Financial Statements Auditors in relation to the Regularity Audit, the use of funds received are being used for the purposes for which they have been provided'.

It was **RESOLVED** by the Corporation, and the Principal as the Chief Accounting Officer of the College, that the Annual Report from the Audit Committee for 2015/16 be accepted as presented.

The Chair also added that the recent internal audits had included an audit on payroll, which the auditors had commented had been the best audit that they had ever experienced on payroll, with no audit recommendations identified. This positive outcome had been mirrored for the last 5 years with regard to payroll, and the Governors congratulated the HR team on such positive outcomes.

3092 STUDENT-COLLEGE PARTNERSHIP

The Deputy Principal (Curriculum and Excellence) presented a report which provided the Corporation with an update on the latest Student Voice engagement activities, with the following key issues particularly highlighted:

- Induction Survey: This year's participation rate in the refreshed induction survey was 44%, representing a 7% increase on last year.
- National Student Survey for Higher Education 2015/16: The NSS survey showed significant improvement in overall satisfaction, increasing the overall satisfaction rate by 10% to 87%, and above the national average.
- The Student Council: The Principal asked the Student Governor whether any students were not happy with the new library. He reported that all students said that they 'loved the new libraries', including the subsidised Starbucks costs at the Town Centre Campus. One Governor expressed satisfaction about the responses received from students about maths and English, as discussed at the last meeting of the Student Council.

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

Minute number 3095 was taken as the next agenda item with the details recorded within agenda order

3093 ANNUAL OBSERVATION OF LEARNING AND TEACHING REPORT

The Deputy Principal (Curriculum and Excellence) provided a summary of the 2015/16 position in relation to Teaching, Learning and Assessment and also the projections going forward in 2016/17.

It was reported that from 309 observations undertaken in 2015/16 the following grade profile had been achieved:

Grade 1 = 41%
Grade 2 = 53%
Grade 3 = 5.5%
Grade 4 = 0.5%

The Corporation agreed that the growth in English and maths required more emphasis in this report and also within the Self-Assessment Report.

It was confirmed that the new process that included three observations was now well underway. It was also confirmed that all external inspections undertaken by OFSTED trained consultants and peer working with another local College had validated the gradings of all unannounced observations.

It was added that more time was now spent on 'progress over time', as identified at the last inspection, and student work is moderated throughout the year to ensure that appropriate progress is being made. The gradings provided by Department would be clarified with regard as to why some areas were identified in 'red'. It was also **agreed** that an update on homework scrutiny should be presented at each future meeting of the Standards and Curriculum Committee.

ACTIONS: Deputy Principal to ascertain the reasons for the 'red' boxes on the 'grades by department' section of the T,L&A report; T,L&A Manager to present an update on homework scrutiny work at each meeting of the Standards and Curriculum Committee

The Annual Observation of Learning and Teaching was accepted by the Corporation.

3094 ANNUAL SAFEGUARDING REPORT

The Deputy Principal (Curriculum and Excellence) presented the Annual Safeguarding Report, which had also been accepted at the last meeting of the Standards and Curriculum Committee.

It was confirmed that there had been no reported safeguarding incidents involving College activity and that there had been no complaints received linked to any safeguarding issues. This report had also been reviewed by the Safeguarding Committee. The Student Governor was asked about students' understanding of 'Prevent' and the response was that most students do understand the terminology. The posters that had been posted in the toilets at Knowsley Community College were advocated as a good way of promoting 'Prevent'. Some 'Prevent' presentations were also taking place for students this week. The increase in Mental health issues were particularly highlighted. One Governor commended good practice undertaken at another school titled 'Hazing' which would be explored by the College.

ACTION: Principal to review the Local Authority policy on 'hazing'

The Corporation accepted the Annual Safeguarding Report.

FINANCE AND RESOURCES ITEMS:

3095 MANAGEMENT ACCOUNTS: OCTOBER 2016

The Deputy Principal (Finance, Estates and ICT) presented the Management Accounts to 31 October 2016. It was reported that the College had a surplus of £2,842k for the year to date, which was £308k behind the business plan for the same period.

The variance from the planned surplus was a result of the negative variances in income of £900k, offset by a positive variance on overall expenditure of £592k, which was as detailed within the presented commentary.

The shortfalls in HE and full cost income were particularly highlighted which were attributable to lower than expected numbers of learners in-year, as well as timing differences between the budgeted and actual profiles.

It was **RESOLVED** by the Corporation that the Management Accounts to October 2016 be approved, as accepted and recommended for approval by the Resources Committee at the meeting held on 18 November 2016.

GOVERNANCE ITEMS:

3096 MEMBERSHIP ISSUES

3096.1 Consideration of the Re-appointment of three External Governors

Following the advice received from Members of the Search and Governance Committee, the recommendation to re-appoint the following three External Governors was endorsed by the Corporation:

- Mr K Sanderson (current term-of-office expires January 2017)
- Mr N Shore (current term-of-office expires January 2017)
- Ms S Jee (current term-of-office expires March 2017).

Each re-appointment would for a further period of 4 years and also included re-appointment as Members of the current relevant committees on which they served for the same term-of-office.

3096.2 Appointment of Student Governor

The Chair reported that onw new Student Governors had been elected by the Student Council for a one-year term-of-office for 2016/17, as follows:

- Mr Kyle Onza, Student Council President.

A second student had been elected, but withdrew before the first meeting.

The Corporation accepted the new Student Governor appointment for 2016/17, with an acknowledgement that the second student Governor election was on hold due to the merger position and the decision taken regarding student membership on the new merged Board.

3097 GOVERNANCE SELF-ASSESSMENT REPORT 2015/16 AND ACTION PLAN 2016/17 (Draft)

It was **RESOLVED** by the Corporation that the Governance Self-Assessment Report for 2015/16, and the SAR action plan for 2016/17, be approved, as recommended by the Resources Committee.

COMMITTEE MINUTES:

3098 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING

3098.1 Resources Committee: 14 October 2016

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

3098.2 Resources Committee: 18 November 2016 (Draft)

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

3098.3 Standards and Curriculum Committee: 17 October 2016

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

3098.4 Standards and Curriculum Committee: 28 November 2016 (Draft)

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

3098.5 Audit Committee: 1 December 2016 (Draft)

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

INFORMATION ITEM

3099 SENIOR LEADERSHIP TEAM REPORT

The Principal presented the Senior Leadership Team Report.

The Chair requested that future SLT reports include data analysis to provide a more rounded report to include negative issues and what was being done to address them, as well the positive aspects that were currently included.

ACTION: Principal to oversee that the SLT report includes more analytical and data information

Governors commended that the 14-16 Academy video be included in the self-assessment report as positive evidence, with the video requested to be shown to all Governors at the next meeting, following the previous presentation to the Standards and Curriculum Committee.

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

3100 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 3080 ABOVE)

There were no items of urgent business notified.

3102 DATE AND TIME OF NEXT MEETING: to be advised.

At the end of today's meeting, the Chair presented the Deputy Principal (Curriculum and Excellence) with a token of appreciation to mark his retirement from the College. Mr Dean was thanked him most sincerely for his valuable contribution to the work of the Corporation and to the College.

The Chair wished all Governors a very Happy Christmas and New Year.