##

## MEETING OF THE GOVERNING BOARD

**TIME/DATE 4.30pm Thursday 5th July 2018**

**VENUE BOARDROOM ST HELENS**

**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 SandersonExternal 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 RennisonExternal 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

 Ms V Roberts Vice-Principal St Helens

***Italics denotes absence***

#  **Part 1 Draft Minutes**

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|  **Item** |  | **The meeting opened at 16.39pm and was quorate with at least 9 of the total number of members present the majority of whom were external governors.**  |
| **1** |  | **APOLOGIES** Apologies were received and accepted from Mr N Shore, Mr B Bennett-Stanley and Miss T Ajasa-Osayemi.  |
| **2** |  | **DECLARATION OF INTERESTS** –There were no declarations of interest. |
| **3** |  | **OPEN MINUTES OF THE MEETING HELD ON 17th May** The minutes of the Governing Board meeting on the 17th May were approved as a correct record and approved for signature by the Chair.  |
| **4** |  | **MATTERS ARISING** The Clerk advised that in relation to actions from the Governing Board meeting on the 22nd March:1. The session for governors in relation to the business planning tool had taken place.
2. Audit committee to consider assurance around the monitoring of progress of students-. – internal audit report just completed and will be going to the September audit committee meeting. Governors from other committees in particular the Quality and Outcomes committee were invited to attend.

3. Reporting on work sampling to the Board – action for completion next academic year.In relation to actions from the Governing Board meeting on the 17th May the Clerk advised that the AoC training on the college position against benchmarks was to now take place in November when David Corke will be available and benchmarks are known. The Clerk advised that all other items were completed or ongoing. |
|  **5** |   | STRATEGIC CURRICULUM PLANNING 9TH MAYIt was noted that the committee Chair had given a verbal report of this meeting at the Governing Board meeting on the 17th May and therefore the minutes were duly noted. |
| **6** | 6a6b6c6d | QUALITY & OUTCOMES COMMITTEE 9th May and 27th JUNE To receive the Chairs Report upon the meeting of the 27th June The Committee Chair gave a verbal report on the meeting of the 27th June. She advised that the committee had been updated regarding the work in relation to apprenticeships under the SCIF project and advised that it had been identified that there is a lot of good practice at the college but progress needs to accelerate. Student performance is on target and the scorecard now has aspirational targets. The committee chair commented that a really good paper explaining ALPS (Value Added) had been produced. Governors were advised that they could ask the Clerk for a copy.The Committee Chair also advised that an update had been received on the bronze, silver, gold progress monitoring scheme and that the committee should have achievement results at its next meeting. The committee had asked for a report to show movements since the last report as well as the current position. The Board were advised that there remains a number of areas of concern in relation to retention, English and maths and attendance. To receive the minutes of the meetings on the 9th May The Board noted the minutes of the meeting on the 9th May.Specific Matters * Teaching, Learning and Assessment Strategy
* Observation of Teaching, Learning and Assessment Policy
* Expectations and Standards matrix

The policies having been through a consultation process and having been forensically examined by the Quality and Outcomes committee it wasResolved to approve the Teaching, Learning and Assessment Strategy and the Observation of Teaching, Learning and Assessment Policy and the Expectations and Standards matrix subject to minor amendments. |
| **7** | 7a7b7c7d7e | **FINANCE, RESOURCES & COMMERCIAL COMMITTEE 16TH MAY and 13TH JUNE 2018** To receive the Chairs Report upon the meeting of the 13th JuneThe committee Chair gave a verbal repot on the meeting of the 13th June and it was noted that the committee’s focus had been on cash and items behind forecast income projections. The committee had received a draft of the estates strategy and it was agreed that a session with a sub-group of governors with expertise would take place. Action: ClerkGovernors gave feedback on the session regarding the business planning tool and advised that it drills down to course level and is enabling the College to improve efficiency e.g. control cost related to course hours. Governors commented that the planning tool was appropriate to the college’s needs and the Heads of Faculties had worked alongside SLT to make the process and the tool work for everyone.This gave governors reassurance. Thanks were expressed to Governors for attending. To receive the minutes of the 16th May (part 1) and 13th June (part 1)The part 1 minutes of the meetings of the committee held on the 16th May and 13th June were duly noted Specific matters * Approval of GDPR privacy notice

Upon the recommendation of the Finance, Resources and Commercial committee it was **Resolved** to approve the GDPR privacy notice.* Approval of management accounts April 2018 **(Confidential)**

The CFO updated the Board and advised that the accounts show a deficit of 5.7 million at the end of the year. The accounts are a consolidation of the two colleges for the full year and the statutory accounts will be different as the management accounts do not include the RF grant income which would mean a surplus of £3million.The CFO took the Board through the KPIs in particular in relation to staff costs and the variances in income and the reasons behind them. He advised that cash is being monitored very closely and referred to the cash flow forecast. The agenda item was opened for questions and/or comments. Governors asked about contingencies and were advised that the college is trying to increase contingencies. The management accounts having been forensically examined by the Finance, Resources and Commercial committee it was**Resolved** to approve the management accounts for the period ending April 2018.* Partnership performance report **(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** |
| **8** |  | **AUDIT COMMITTEE 24TH May** **This agenda item had been moved to part 2 due to the confidential nature** |
| **9** | 9a9b9c9d | **SEARCH & GOVERNANCE COMMITTEE 11TH JUNE**To receive the Chair’s Report The committee Chair gave a verbal report of the meeting on the 11th June. To receive the minutes The minutes were duly noted by the Board. Specific matters * Appointment of Co-opted member to Quality and Outcomes committee and delegated authority to committee to appoint to full governors

The committee Chair having outlined the skills and experience that Matt Trinder could bring to the Quality and Outcomes committee it was Resolved to appoint Matt Trinder as a co-opted member to the Quality and Outcomes committee on the basis that he would also be invited to attend Governing Board meetings as an observer. Further that delegated authority would be given to the Search and Governance committee to appoint Matt Trinder to the position of Governor after a period of 6 months’ subject to feedback from the Quality &Outcomes committee. . * Governor Training Plan 18/19

The Clerk advised that there had been a slight change to the paper put forward in that the data session would now take place in November, and September’s training session would be around inspection and the SAR; this having to have been moved from today’s agenda due to shortage of time. Governors were reminded that training sessions would take place an hour before Board meetings at 3pm. Governors were also encouraged to attend a committee meeting of which they are not a member and asked to make arrangements through the Clerk. It wasResolved subject to the aforementioned amendments to approve the governor training plan for 2018/19.The Clerk advised that there was a further matter from the committee that needed to be brought to the Board. She explained that the committee had discussed the terms of reference, membership and quorum and on her advice wanted to amend the Terms of Reference slightly and increase both membership and quorum respectively by 1 each to 5 members and 1 co-opted member if required and quorum to 3. Upon the recommendation of the Search and Governance committee it was **Resolved to** 1. Agree that item 2.10 of the terms of reference be amended to say

“2.10 To oversee arrangements for the Board’s and individual Governors performance including the Governance self-assessments processes and progress on an annual basis.”1. Increase the membership of the committee up to 5 members and 1 co-opted member if required.
2. Increase the quorum to 3

Governors were asked to consider if they wished to join the Search and Governance committee and to notify the Clerk. |
| **10** |  | **STRATEGIC ITEM: CEO’S REPORT TO THE GOVERNING BODY 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** |
| **11** |  | 2018/19 DRAFT BUDGET & 3 YEAR FINANCIAL/BUSINESS PLAN *Considered at Finance, Resources & Commercial committee 13th June.*CONFIDENTIALThis item was considered to be confidential by the Governing Body and the details are therefore recorded within the confidential minutes of this meeting. |
| **12** |  | BOLTON UNIVERSITY The Vice Principal St Helens spoke to her paper updating the Board regarding the due diligence process in relation to the University of Bolton. It was noted that the University had agreed to validate a small niche range of HE provision in order to allow the college to quickly respond to demand from the logistics and health industries. It was confirmed that UCLAN and Chester University will remain the key HE partners for the College. The position in relation to the due diligence process was duly noted and it was Resolved to approve entering into partnership with the University of Bolton as an awarding body and partner for HE provision at the College.  |
| **13** |  | SUTTON ACADEMYReport and Ofsted monitoring visitThe CEO provided the Board with an update on the latest Ofsted visit to the Sutton academy, the college being the Sponsor of the Academy. It was noted that the Academy had been judged to be making good progress towards being a good school. Governors expressed their pleasure at the result. |
| **14** | 14a14b14c | GOVERNANCE* Schedule of meetings 18/19

It was Resolved to approve the schedule of meetings for 2018/19. * Schedule of Business 18/19

It was Resolved to approve the schedule of business for 18/19.* Use of the Seal

The Clerk advised that the seal had been used on the 31st May 2018 in relation to the deed of surrender between St Helens College and St Helens Borough Council regarding land forming part of Sherdley Park St Helens.  |
| **15** |  | ANY OTHER BUSINESS –Noting of written resolution 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. Elaine Brocklehurst, Pam Jervis and Alison Cannon left the meeting. Julie Heap had already left the meeting when apart 2 agenda item had been moved up the agenda. * Principles of report writing

Subject to a few amendments the guidelines were duly noted * Insurance Service Tender

The CFO spoke to his paper and it was noted that the contract for insurance services was put out to tender to obtain the best value contract for the College Group.The College had used the CPC framework for insurance and two bids had been received from the four suppliers on the framework. It wasResolved to approve the appointment of Aviva as the College’s insurers for a period of 3 years from the 1st august 2018 with an optional 2-year extension.  |
| **16** |  | DATE OF NEXT MEETING – Thursday 27th September St Helens 4pm with training at 3pm  |
|  |  | The meeting closed at 18.11pm  |