

### ST HELENS COLLEGE CORPORATION

### MEETING OF THE CORPORATION

### HELD AT 3.00 pm ON MONDAY 11 JULY 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

 Ms T Litherland Prof A Mason

 Mr J Middlehurst Ms J Morris

\* Mr P Round \* Mr K Sanderson

\* Mr N Shore

2 External Vacancies

\* Denotes Member Present

**IN ATTENDANCE:**

Mr R Molloy, Deputy Principal (Finance, Estates and ICT) (for the meeting only)

Mr J Hays, Director of HR (for the Governor Development session only)

Mrs C Jones, Clerk to the Corporation

**GOVERNOR DEVELOPMENT:** The meeting was preceded by a Governor Development session relating to Safeguarding *(including Prevent and British Values)* and Equality and Diversity, delivered by Mr J Hays, Director of HR. The legislative changes relating to the Counter Terrorism Act, the Prevent Duty, British values and Gender Pay Gap reporting processes were referenced as part of the presentation. The increase in student safeguarding referrals linked to mental health issues was particularly highlighted, and it was noted that no referrals were linked to incidents in the College. Following the recent student survey, it was reported that 99% of students say that they feel safe in the College, with 96% of students saying that they understand what safeguarding is.

The statistical analysis to support Equality and Diversity was summarised, with no issues identified relating to either students or staff. It was noted that the statistics reflected the local community which the College served.

The survey had also asked students if they understood and received information about ‘Prevent’, which had received a poor response, yet students stated that they had received information and understood about terrorism and radicalisation. Embedding the ‘Prevent’ terminology remains a challenge to the College, with further strategies to be in place for September to support students eg a Cross-College production or event.

It was reported that the College has good links with the police in relation to counter-terrorism. 140 student referrals had been made for health and well-being support, with links with multi-agencies in place for referrals, including a single point of access for under 18 year olds. Some examples of the various successful events that had taken place this year linked to safeguarding and E&D were summarised, with positive feedback from both students and staff received. The strategies for 2016/17 would include preparations for OFSTED. One Governor commended links with an organisation ‘State of Mind’ as another development for 2016/17.

Governors were notified of a new on-line mandatory Safeguarding module that was currently being undertaken by staff, with Governors to be invited to also participate in this Safeguarding CPD activity.

**ACTION: Clerk to send the Safeguarding CPD details to Governors**

**Mr J Hays left the meeting at this point and was thanked for his presentation**

It was **RESOLVED** by the Corporation that the revised Safeguarding Children and Safeguarding Adults Policies be approved as referenced in today’s presentation, with the ‘Prevent’ policy now embedded within the policies. This was subject to the reference to ‘vulnerable adults’ being consistent across both policies.

**ACTION: Mr N Hall to contact the Director of HR about the references to ‘vulnerable adults’ being consistent in both policies**

**3028 WELCOME TO CLLR ANDY BOWDEN, LOCAL AUTHORITY NOMINATED**

 **GOVERNOR**

The Corporation approved the nomination of Cllr A Bowden as the new Local Authority Nominated Governor. Cllr Bowden was the new portfolio holder for Children, Families, Young People and Education, and the Governors welcomed

Cllr Bowden back as a Member of the Corporation.

**3029 DECLARATIONS OF INTEREST**

The Principal and Clerk declared an interest in Minute 3034, Area Review/Merger, relating to the documents for the senior leadership team (designate) post merger

**3030 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr J Middlehurst, Ms T Litherland,

Prof A Mason and Ms J Morris.

**3031 NOTIFICATION OF URGENT BUSINESS**

 There were no items of urgent business notified.

**3032 MINUTES OF THE PREVIOUS CORPORATION MEETING HELD ON**

**12 MAY 2016**

It was **RESOLVED** that the open and confidential minutes of the previous meeting held on 12 May 2016 be **agreed** and signed as a correct record.

**3033 MATTERS ARISING**

 There were no matters arising from the above minutes.

**STRATEGIC ITEMS:**

**3034 AREA REVIEWS/MERGER PROGRESS REPORT**

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

**3035 CORPORATE PRIORITIES 2016-2019**

The Deputy Principal presented the Corporate Priorities for 2016-2019 which had been reviewed in detail by both the Standards and Curriculum Committee and by the Resources Committee, at which some further amendments had been identified.

It was **RESOLVED** by the Corporation to approve the Corporate Priorities for

2016-2019 which would inform the development of the Strategic Plan for the same period, and to include reference to the Brexit referendum outcome and the potential impact on the College’s financial position.

**ACTION: Deputy Principal to amend the Corporate Priorities 2016-2019 as approved by the Corporation**

**PERFORMANCE MONITORING ITEMS:**

**3036 LEARNER PERFORMANCE REPORT**

The Chair summarised the latest Learner Performance report, which it was noted had also been reviewed by both the Standards and Curriculum and Resources Committees.

At the earlier held meeting of Resources it had been confirmed that the significant challenge from Governors to the Executive was to ensure that there was a clarity of presentation of the Learner Performance report which should continue to be refined to ensure that Governors were always provided with an accurate and meaningful narrative that matches both the graphs and the data, and anticipates any questions or concerns that the Governors may have. This would then enable Governors to be in the position to be able to challenge the Executive correctly and in the right areas.

**ACTION: Executive to review the Learner Performance Report as agreed by Governors**

The Principal was also requested to present the predicted achievement rates for 2015/16, which were noted as being uncertain estimates at this stage, as many of the results were still being analysed, and there were more than 1000 examination results in English and maths not yet available. The predictions against last year’s position were provided, both including and excluding English and maths. It was noted that the English results were expected to significantly improve on the previous year based on predictions by staff. However, maths remains a challenge, with an acknowledgement by Governors that this was from a very low baseline.

The Learner Performance report was accepted by the Corporation.

**3037 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.

The tracking process to predict examination results had been significantly improved this year, with the results now awaited. A summary of tracking 5 was outlined for the information of Governors. It was noted that Leadership and management, together with the culture of the Academy, had significantly improved as evidenced through a mock inspection held this week by the Local Authority.

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

further information requested by the Corporation at this time.

**FINANCE AND RESOURCES ITEMS:**

**3038 2016-2017 DRAFT BUDGET AND 3-YEAR FINANCIAL PLAN 2016-2019**

The Deputy Principal presented the report relating to the 2016-17 draft budget and 3-year Financial Plan for 2016-2019. The report outlined the planning process, key assumptions taken to achieve the proposed budget and forecast which were summarised. The risks and opportunities identified to support the plan were also summarised.

At the earlier held meeting of Resources Committee, at which this report had been discussed in some detail, the Chair reported that significant challenges were placed on the SLT with regard to income levels in apprenticeships and HE, with reassurances given by the Executive that further exploration would be undertaken.

**ACTION: Deputy Principal to undertake further exploration of income levels in relation to apprenticeships and HE**

It was **RESOLVED** that the 2016-17 draft Budget and 3-year Financial Plan

2016-2019 be approved by the Corporation, as accepted and recommended for approval by the Resources Committee.

**3039 MANAGEMENT ACCOUNTS: MAY 2016**

The Deputy Principal presented the Management Accounts to 31 May 2016.

It was reported that the College had a surplus of £142k for the year to date, which was £722k behind the business plan for the same period. The variance from the planned surplus was a result of the negative variances in income of £1,214k, offset by a positive variance on overall expenditure of £492k, which was as detailed in the presented commentary. It was noted that the commercial income report was now also included within the management accounts, as requested by the Corporation.

It was **RESOLVED** by the Corporation that the Management Accounts to

31 May 2016 be approved, as accepted and recommended for approval by the Resources Committee at the earlier held meeting held on 11 July 2016.

**GOVERNANCE ITEMS:**

**3040 MEMBERSHIP MATTERS:**

 **3040.1 Retirement and Vote of thanks to Local Authority Governor:**

 **Cllr Jeanette Banks**

The Chair notified the Corporation that, due to the recent change of cabinet posts, Cllr Banks would no longer be the nominated Local Authority Governor on the Corporation. The Corporation expressed their thanks to Cllr Banks for her contribution to the Corporation and

 to the College and the Chair would write a letter of thanks to

Cllr Banks on behalf of the Corporation.

 **3040.2 Appointment of Cllr Andy Bowden, Local Authority Governor:**

As reported earlier on the agenda, Cllr Andy Bowden was the new portfolio holder for Children, Families, Young People and Education, and had consequently been put forward by St Helens Local Authority as their College Governor nomination.

It was **RESOLVED** by the Corporation that Cllr A Bowden be appointed to the Corporation as the Local Authority nominated Governor for an initial term-of-office of 4 years.

 **3040.3 Retirement and Vote of thanks to retiring two Student Governors**

The Corporation noted the retirement of the two Student Governors, as their one-year term-of-office was coming to an end. A vote of thanks was extended to both Ms Tracy Litherland and Ms Johanne Morris for their contributions to the work of the Corporation and to the College Student Council throughout 2015/16 and the Corporation wished them both every success for the future. Following a question from the Corporation, it was confirmed that there were various mechanisms in place in which the student voice were fed back to the College.

**3041 TERMLY FEEDBACK REPORT FROM LINK GOVERNORS**

**3041.1 Safeguarding (including Health and Safety)**

 Mr N Hall reported the key Safeguarding Issues as follows, many of which had been referenced at the earlier held governor development session:

 Increase in identified cases: Concern was expressed at the

Safeguarding Committee about the numbers of referrals that the College was experiencing which were extremely high. It was noted there were various initiatives underway to support this increase including the development of health and wellbeing support for students.

 Policy Review to reflect the Prevent Duty: The following policies have been reviewed and amended to reflect the Prevent Duty:-

* Children’s Safeguarding Policy
* Adult Safeguarding Policy
* E-Safety Policy
* Staff Disciplinary Procedure
* Violence, Aggression, Restraint and Powers of Search
* Social Media Policy
* Multi-Faith Space Guidelines
* Academic Research Guidelines
* Visiting Speakers
* Volunteers

**3041.2 Equality and Diversity**

The Principal, on behalf of the link Governor, reported the key Equality and Diversity Issues as follows, many of which had been referenced at the earlier held governor development session:

 E&D Student Data: Since the last E&D meeting, further analysis of the data had taken place as part of the SAR and OFSTED preparation processes, with no issues identified.

Staying Safe in College and STEM Centre Culture Group: During January a successful major cross college campaign took place to encourage students to wear their ID badges. Developments continue at the STEM Centre to ensure that all students, particularly female, feel safe and are treated with respect.

**3042 GOVERNANCE SELF-ASSESSMENT**

 **3042.1 Governance SAR Action plan 2015/16**

The Governance SAR had been discussed at the earlier held meeting of the Search and Governance Committee, at which it was agreed that the actions needed to be strengthened and made more measurable. It was also acknowledged that the impact was dependant on student outcomes, which were still being analysed. This would be taken on board when drafting the Governance SAR and action plan for this year. The proposal to attach the Performance Scorecard to the action plan was accepted by the Corporation.

 **3042.2 Proposed Governance SAR questionnaire 2015/16**

The Corporation approved the Governance SAR questionnaire for 2015/16, which was based on the ‘outstanding’ characteristics for the Effectiveness of Leadership and Management as contained in the Handbook for the Inspection of Further Education and Skills (updated August 2015), as recommended by the Search and Governance Committee at today’s earlier meeting.

It was **agreed** that the questionnaire would be populated with evidence by the Executive/Clerk before formal presentation of the draft report to the Corporation at the next meeting.

Governors would also participate in the individual self-evaluation exercise which would be undertaken through the one-to-one meetings with the Clerk over the summer period.

**ACTION: Principal/Clerk to populate the Governance SAR questionnaire with evidence for presentation to the Corporation**

**3043 PROPOSED SCHEDULE OF CORPORATION MEETINGS, CYCLE OF BUSINESS AND GOVERNOR DEVELOPMENT PROPOSALS 2016/17**

The Clerk presented the revised proposed schedule of Corporation and Committee meetings for 2016/17, together with the cycle of business relating to the Corporation, both of which were approved as presented. It was noted that the meeting schedule could be subject to further change.

The Corporation noted that separate Committee cycles of business were maintained by the Clerk, and that these, along with that of the Corporation, were live working documents, which could therefore be subject to change throughout the year.

The Corporation also approved a Governor Development schedule for 2016/17 to be based around OFSTED preparation topics and to be delivered as pre-Corporation meeting sessions, as recommended by the Search and Governance Committee.

**INFORMATION ITEM:**

**3044 SENIOR LEADERSHIP TEAM REPORT**

The Principal presented the Senior Leadership Team report for the information of Governors, highlighting the following issues:

* The new HE provision that was being added to the College’s HE portfolio, with the details summarised within the presented report.
* The assessment for the STEM Assured status had taken place last week, with a recommendation from the panel that the College be awarded STEM Assured status, subject to endorsement from 3 out of 4 significant business people from national companies. Some areas of commendation, and also some areas of improvement, were identified, with an action plan being compiled.
* The Grade 1 OFSTED awarded to the nursery was commended by the Corporation.

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

**COMMITTEE MINUTES:**

**3045 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING**

**3045.1** **Resources Committee: 12 May 2016**

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

**3045.2** **Resources Committee: 14 June 2016**

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

**3045.3 Standards and Curriculum Committee: 9 May 2016**

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

**3045.4 Standards and Curriculum Committee: 6 June 2016**

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

 **3045.5 Standards and Curriculum Committee: 4 July 2016 (Draft)**

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

 **3045.6 Audit Committee: 27 June 2016 (Draft)**

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

 **3045.7 GECT Committee: 6 June 2016 (Draft)**

It was **RESOLVED** by the Corporation that, following the Corporation’s decision to release the GECT capital funds to remodel the Town Centre Library, that the GECT Committee be dissolved, subject to one further meeting of the Committee that would be required to recommend approval of the GECT year-end Accounts to the Corporation.

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

**3046 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 3031 ABOVE)**

 There were no items of urgent business notified.

**3047 DATE AND TIME OF NEXT MEETING:** 10.30 am on Friday 26 August 2016 in the

Board Room, Town Centre Campus.