



**ST HELENS COLLEGE CORPORATION**

**MEETING OF THE CORPORATION  
HELD at 3.45 PM ON MONDAY 30 MARCH 2015  
IN THE BOARD ROOM, TOWN CENTRE CAMPUS**

***OPEN MINUTES***

**MEMBERSHIP:**

- |   |   |
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| <ul style="list-style-type: none"> <li>* Mrs E Brocklehurst</li> <li>Ms D Charnock</li> <li>* Mrs S Jee</li> <li>* Mrs J Heap</li> <li>Mr J Middlehurst</li> <li>* Mr D Rider</li> <li>Mr K Sanderson</li> <li>* Ms S Taylor</li> <li>2 External Vacancies</li> </ul> | <ul style="list-style-type: none"> <li>* Dr J Burford</li> <li>* Mr R Clarke <b>(Chair)</b></li> <li>* Mr N Hall</li> <li>Prof A McLean</li> <li>Cllr S Murphy</li> <li>* Mr P Round</li> <li>* Mr N Shore</li> </ul> |
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\* Denotes Member Present

**IN ATTENDANCE:**

- Ms K Murrie, AoC Create ETF Facilitator (for Governor Training session only)
- Mr R Molloy, Deputy Principal (meeting only)
- Mr B Dean, Deputy Principal Governor training only)
- Mrs C Lascelles, Director of Contracts and Data Analysis (up to Minute Number 2846 only)
- Mrs C Jones, Clerk to the Corporation

**GOVERNOR DEVELOPMENT:** The meeting was preceded from 1.30 pm – 3.30 pm by a Governor Development session relating to English and maths, delivered by external facilitator, Kate Murrie, National Subject Specialist, ETF, AoC Create. English and maths remains a key strategic priority area that has been identified for improvement as part of the College’s Journey to ‘Outstanding’. Governors were requested to identify how things were done now, how they could be done better, and to discuss what additional questions Governors needed to ask to further challenge and drive forward the identified improvement strategies.

**2839 DECLARATIONS OF INTEREST**

There were no declarations of interest notified.

**2840 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms D Charnock, Prof A McLean, Mr J Middlehurst, Cllr S Murphy and Mr K Sanderson.

## 2841 NOTIFICATION OF URGENT BUSINESS

- a College DBIS visit: 26 March 2015 (**Principal**) – to be taken under minute number 2853.
- b College visit from new Chief Executive of St Helens Local Authority (**Jette Burford**) – to be taken under minute number 2853.

## 2842 MINUTES OF THE PREVIOUS CORPORATION MEETINGS HELD ON 8 DECEMBER 2014:

### 2842.1 Annual General Meeting

It was **RESOLVED** that the minutes of the previous Annual General meeting held on 8 December 2014 be **agreed** and signed as a correct record.

### 2842.2 Ordinary Business Meeting

It was **RESOLVED** that the minutes of the previous Ordinary Business meeting held on 8 December 2014 be **agreed** and signed as a correct record, subject to the following adjustment:

The numbering of the minutes to be adjusted from Minute 2826 onwards.

## 2843 MATTERS ARISING

### 2843.1 Ordinary Business Meeting: 8 December 2014

- a Minute 2823 p4 – Teaching, Learning and Assessment: Inspiring Teaching: Governance SAR

The Clerk reported that the Governance SAR questionnaire and action plan had been circulated to Governors with no amendments required.

It was therefore **RESOLVED** that the Governance SAR and action plan be approved by the Corporation, with the action plan to be monitored through the Search and Governance Committee.

## 2844 GOVERNORS' PLANNING CONFERENCE: 3-4 FEBRUARY 2015

### 2844.1 Draft Action Plan

The Chair reported that, following the Governors' Planning Conference, a detailed action plan/notes had been drafted which would be circulated to all Governors for information. However, it had been agreed by the Resources Committee to categorise the monitoring report against 3 key strategic themes as discussed at the Planning Conference, the details of which were outlined and now endorsed by the Corporation. It was further **agreed** that progress against the key themes would be monitored by the Corporation through the Resources Committee.

**ACTION: Clerk to circulate the detailed action plan/notes from the planning conference to all Governors, for information only**

## **2844.2 Governor Evaluations**

The evaluations following the Governors' Annual Planning Conference were noted by the Corporation. It was **agreed** that next year's planning conference should be more focused upon 3 identified key themes to inform the discussions. One core business item was also advocated by the Executive eg. teaching and learning, with the details to be agreed by the planning working group.

### **PERFORMANCE MONITORING ITEMS:**

#### **2845 PERFORMANCE DASHBOARD (INCLUDING APPROVAL OF TARGETS)**

The Chair of Standards and Curriculum Committee reported that the Performance Dashboard, which included the proposed rolling 3-year targets, had been extensively scrutinised by both the Standards and Curriculum and the Resources Committees. It was noted that the 3-year rolling targets were based on the new performance measures (including Functional Skills), with each headline target proposed to be increased year-on-year by 2%. It was noted that the performance measures were subject to further change nationally. Mr P Round advocated the SFA representative who delivered a session at the recent AoC NW Governors' network meeting, and the Clerk was requested to ascertain availability in order to deliver a similar session to the Corporation, or to include a group of Governors from other colleges if this was more achievable.

**ACTION: Clerk to organise a Governor development session on the new performance measures**

After a full discussion and further scrutiny of the proposed targets, it was **RESOLVED** by the Corporation that the Performance Dashboard, which included the three-year rolling targets, be approved to support the College's journey to 'Outstanding'. Progress against the targets would be closely monitored by Governors throughout the year.

#### **2846 LEARNER PERFORMANCE REPORT**

The Chair of Standards and Curriculum Committee presented the latest Learner Performance report. It was noted that this report had also been reviewed at the last meetings of both the Resources Committee and Standards and Curriculum Committees.

It was noted that the Committees had expressed concern about retention patterns not improving this year compared with the previous year. It was noted that the retention in relation to L3 Diplomas had improved, but small numbers of withdrawals on a variety of courses had resulted in a similar overall position. The Corporation would continue to rigorously challenge the Executive to ensure that standards continued to improve. The improving position in relation to apprenticeships was commended by the Corporation, with the position in Construction and Engineering particularly noted.

The Learner Performance report was accepted by the Corporation.

## **2847 STRATEGIC PLAN: MID-YEAR PROGRESS REPORT**

The Principal presented the Strategic Plan mid-year progress report, which was rag-rated for ease of reference. The following corporate targets, identified currently in 'red', were particularly highlighted:

- CP1: It was agreed that the update relating to the 14-16 Academy provision exceeding national average in respect of achievement and progress measures needed to be qualified, in order to better reflect the current position.
- CP2: It was noted that, although good progress was being made, further formal segment focused work was required in relation to ILT action research in order to support different student groups.
- CP3: It was noted that a revised absence management process had been introduced to address some long term sickness absence, particularly in relation to Academic staff.
- CP6: It was noted that the College's current financial health was judged by the SFA to be 'Satisfactory', which was attributable both to the planned deficit and also to the current capital programme. The position was anticipated to return to 'Good' in 2014/15 and 2015/16.

The Corporation accepted the Strategic Plan mid-year report, as presented.

## **2848 THE SUTTON ACADEMY: PROGRESS REPORT**

The Principal presented a report which informed the Corporation of the latest developments in respect of Sutton Academy. The topics in this report were based on the Academy's risk register and include all topics with a risk score of 4 or above except for business continuity issues such as fire and power failure.

It was reported that a DBIS visit was scheduled to take place at the Academy the following day, with the outcome of a recent mock visit noted.

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

## **2849 TERMLY FEEDBACK REPORT FROM LINK GOVERNORS**

**2849.1**      Equality and Diversity: Mr N Hall, on behalf of Ms D Charnock, the link Governor for Equality and Diversity, presented the termly feedback report, the details of which were listed in the presented report. It was noted that there is some increasing overlap between Equality and Diversity and Safeguarding eg bullying and harassment, which is an area that is being closely monitored by the College.

**2849.2**      Safeguarding (including Health and Safety): Mr N Hall, the link Governor for Safeguarding (including Health and Safety) presented the termly feedback report, with the typographic error in the penultimate paragraph now corrected.

The Safeguarding Committee had received updated information about the numbers of referrals and concern notes and it was noted that these were on the increase as compared with the previous year.

The increase in mental health issues amongst College students was particularly highlighted, with the College making significant efforts to partner with organisations who can provide support within this area. Mr N Hall (and Mr J Hays as second) is now a member of the local Safeguarding Board, which was commended by the Corporation.

A Governor development session was scheduled to precede the May Board meeting relating to the 'Prevent' Strategy, which is a key national initiative which will impact on the Safeguarding strategy within the College.

Key Accident Statistics: It was noted that from August 2014 to 31 January 2015 there were a total of 64 accidents reported, 1 of which had been reportable to the HSE.

The Corporation accepted the feedback report relating to Equality and Diversity, Safeguarding and Health and Safety.

## **FINANCE AND RESOURCES ITEMS:**

### **2850 MANAGEMENT ACCOUNTS: 31 JANUARY 2015**

The Deputy Principal (Finance, Estates and ICT) presented the Management Accounts to 31 January 2015.

It was reported that the College had a deficit of £985k for the month of January 2015, which was £662k behind the business plan for the same period. This brought the surplus for the year to date to £1,204k, a negative variance of £296k against budget. The surplus was particularly high at this point in the year due to the receipt of the majority of the HE tuition fee and Full Cost income for the year, and it was noted that this would balance out during the year, as presented in the year-end forecast provided as part of the presented commentary.

The variance from the planned surplus was largely a result of the negative variances in income of £385k, partly offset by a positive variance on overall expenditure of £89k, which was also detailed in the presented commentary.

Attention was drawn to the forecasted year-end position, which was noted by the Corporation.

The Resources Committee had been forwarded details of a recent OFSTED report for a college elsewhere in the country, which had been judged to be 'inadequate' based entirely on the financial position of the College. It was noted that this had related to a particular capital programme at this particular college, and that there were no such financial concerns at St Helens College. The Committee noted that OFSTED increasingly were emphasising financial health as well as quality of provision and outcomes for learners.

It was **RESOLVED** by the Corporation that the Management Accounts to January 2015 be approved, as accepted and recommended for approval by the Resources Committee at the meeting held on 20 March 2015.

## **GOVERNANCE ITEMS:**

### **2851 MEMBERSHIP ISSUES**

#### **2851.1 Committee Membership: Standards and Curriculum Committee**

The Corporation accepted the resignation of Ms D Charnock as a Member of the Standards and Curriculum Committee and approved the appointment of Mr P Round.

With regard to the current membership of the Committee, it was **RESOLVED** by the Corporation that the current Governor Membership on the Committee was sufficient, and therefore the current membership of 7 should be reduced to 6.

#### **2851.2 Committee Membership: Audit Committee**

The Corporation accepted the resignation of Cllr S Murphy as a Member of the Audit Committee, with Governors requested to contact the Clerk should they wish to serve on the Audit Committee as a replacement Member.

**ACTION: Governors requested to contact the Clerk about becoming a Member of the Audit Committee**

#### **2851.3 The English Colleges' Code of Good Governance**

The Clerk presented a report which provided feedback to the Corporation following the consultation relating to the new English Colleges' Foundation Code of Good Governance.

The Corporation noted the report and noted that publication of the Code was anticipated by the end of March 2015, with the Code to be presented to the Corporation at the May meeting for consideration.

**ACTION: Clerk to present the new English Colleges' Code of Good Governance at the May Board meeting**

### **2852 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING**

#### **2852.1 Search and Governance Committee: 8 December 2014 (Draft)**

Minute 477 p4 – Annual Review of Committee's Terms of Reference

It was **RESOLVED** by the Corporation that the revised Terms of Reference of the Search and Governance Committee be approved as presented.

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

#### **2852.2 Resources Committee: 28 November 2014**

Minute 1763 p6 – Application of College Seal

The Corporation endorsed the Resources approval of the application of the College Seal in relation to the Technology Centre Re-development.

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

- 2852.3 Resources Committee: 16 January 2015**  
It was **RESOLVED** by the Corporation that the minutes of the above meeting be accepted.
- 2852.4 Resources Committee: 3 February 2015**  
It was **RESOLVED** by the Corporation that the open and confidential minutes of the above meeting be accepted.
- 2852.5 Resources Committee: (Re-scheduled meeting) 20 March 2015 (Draft)**  
Minute 1814 p5 – Britlink Contract  
The Corporation endorsed the signing of the Britlink contract by the Principal, as scheduled on 2 April 2015.
- It was **RESOLVED** by the Corporation that the open and confidential minutes of the above meeting be accepted.
- 2852.6 Audit Committee: 2 March 2015 (Draft)**  
It was **RESOLVED** by the Corporation that the open and confidential minutes of the above meeting be accepted.
- 2852.7 GECT Committee: 9 March 2015 (Draft)**  
It was **RESOLVED** by the Corporation that the minutes of the above meeting be accepted.
- 2852.8 Standards and Curriculum Committee: 30 January 2015**  
It was **RESOLVED** by the Corporation that the minutes of the above meeting be accepted.
- 2852.9 Standards and Curriculum Committee: (Re-scheduled meeting) 9 March 2015 (Draft)**  
It was **RESOLVED** by the Corporation that the minutes of the above meeting be accepted.

## **INFORMATION ITEM:**

### **2853 SENIOR LEADERSHIP TEAM REPORT**

The Principal presented the Senior Leadership Team report for the information of Governors, reporting at this point on the two items of urgent business:

- A visit was scheduled to the College by the new Chief Executive of the St Helens Local Authority, Mr M Palin.
- A College visit from the DBIS Director for Vocational Education, Mr M Keoghan, took place on 26 September 2015, which had provided an opportunity for the College to showcase the College's response to the Government/LEP priority areas. The visit had also provided an opportunity to share some important key messages. The implications following the recently published DBIS document 'A Dual Mandate for Adult Vocational Education' was outlined for the Corporation, and these had been discussed in detail with the Director for Vocational Education.
- The SFA 2015/16 funding allocation had been received which represented a decrease of £800k, with the details summarised.

- An update was received relating to the Technology Centre Re-development, and the Corporation endorsed the Resources Committee's approval relating to the new architect's proposals about the new entrance area.

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

**2854 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 2841 ABOVE)**

- a College visit from DBIS: 26 March 2015 (**Principal**) – taken under minute number 2853.
- b College visit from new Chief Executive of St Helens Local Authority (**Jette Burford**) – taken under minute number 2853.

**2855 DATE AND TIME OF NEXT MEETING: 4.00 pm on Tuesday 19 May 2015  
(to be preceded by a Governor Development Session – time to be advised)**