

**Minutes of the Corporation Committee Meeting held on  
Tuesday 19 March 2019 at 4.00pm**

**Present:** Christine Bampton  
John Clarke - Principal  
Paul Cochrane  
John Fell  
Veronica Fell (Chair)  
Rob Firth  
Terry Fleetwood  
Vickie Hayes  
Alex Kenny  
Suzanne Knowles  
Mo Kundi  
Carol Reid  
Vipin Trivedi

**In Attendance:** Eddie Green – Vice Principal Services  
Anne-Marie Francis – Vice Principal Curriculum & Quality  
Nicola Hurst – Director of Teaching & Learning and Sixth Form  
Caroline Jenkinson – Assistant Clerk to the Corporation  
Jesamine Kelly – Assistant Principal Curriculum & Quality

**Action**

**C.19.176 Item 1: Apologies for absence**

Apologies for absence were received from Liam Gaskell, Lily Irvine, Kathy Passant, Mark Grutters, Anita Holt, Richard Jacklin, Ian Raikes, Jim Turner and Gareth Catterson (Clerk).

John Fell agreed to act as Clerk for the meeting.

**C.19.177 Item 2: Declarations of Interest**

A standing declaration of interest was received from Veronica Fell (Chair) as she is married to John Fell.

**C.19.178 Item 3: Minutes of the Previous Meeting – 13 December 2018**

*The Board resolved to approve the minutes as an accurate record.*

**C.19.179 Item 4: Matters arising**

Paragraph 114 – a governor questioned if the actions had been completed with regards to the website. The Chair confirmed all the governance updates had been completed in January and replaced with current information.

The Chair stated that since the previous Corporation meeting governors had been asked to approve a written resolution for the appointment of Gareth Catterson as Clerk to the Corporation. In addition the Board have also approved the appointment of Caroline Jenkinson as the Assistant Trainee Clerk. This was agreed as a written resolution on 1st February 2019.

### **C.19.180 Item 5: Confidential Business**

The Vice Principal Curriculum and Quality (C&Q) advised that the update on the Ofsted monitoring visit which had taken place the previous week would remain confidential until Ofsted had published their report.

### **C.19.181 Item 6: Chair's Report**

The Chair noted her thanks to the College Executive Team (CET) and College Management Team (CMT) for their hard work during the Ofsted monitoring visit. Thanks was also expressed to governors, Kathy Passant and Christine Bampton for attending a meeting with Ofsted on College governance.

The Chair introduced the new format for governor meetings whereby management introduce their individual reports and provided points of clarification allowing sufficient time for governors to ask questions and for discussion.

The Chair reported on a number of events she had attended recently. These included:

- A visit from the Archbishop of York to KGV where he met with students, attended debates and undertook a Q&A session. This had been followed up with an article in the local newspaper and through the Liverpool Diocesan website.
- Staff OSCAs evening - staff governor, Vickie Hayes, being one of the OSCA winners
- Apprentice Star Awards that evening involving many local employers
- Apprenticeship careers event day, attended by local MP, employers and school students
- Meeting with local business non-levy employers

### **Item 7: Strategic Issues**

#### **C.19.182 7.1 Corporate Performance Report, Term 2**

The Principal presented his second of three reports for 2018/19 based on the College's 8 strategic objectives. As requested by governors, he confirmed a report on competitor analysis (Annex 1) had been included.

Governors questioned the figures contained in Tables 1 and 2. The Principal stated they showed the enrolments at the time of writing the report. The Vice Principal Services added the figures for 2017/18 in Table 1 were as at the end of January 2018. The Principal stated the figures in Table 2 would change due to applications and interviews still being undertaken.

Governors questioned the competitor analysis and in particular the A Level results of Hugh Baird (South Sefton Sixth Form) when compared to KGV. The Principal acknowledged Hugh Baird had achieved good A level results last year and this may diminish the likelihood of students from south of the borough travelling to Southport. Governors questioned how marketing could attract students in a very competitive environment. The Principal of Curriculum and Quality stated herself and the Principal were meeting with local schools, concentrating on our USPs and our results over a longer period of time than included in the table. It was also noted that our over-arching emphasis is to regain the student cohort from Runshaw College.

Governors referred to page 5 of the annex and asked how the success of our interview strategy compared to that of other colleges. The Vice Principal C&Q explained the process of interviews undertaken at the College had consistently resulted in very good conversion rates. The Chair added that she had attended the KGV Open Evening and found it to be a very positive event. Although interviews were currently higher than at the same point last year governors asked what marketing plans were in place for the remainder of the academic year to capture undecided students. The Principal confirmed outlying areas are being targeted, furthermore, moving forward the marketing emphasis would be placed on 'keeping warm' those students who had been interviewed to ensure they progressed to enrolment. Regular marketing information was sent to interview attendees with regards to this.

A governor noted the lower level of Value Added (VA) achieved by KGV in 2017/18, particularly when compared to other colleges. The Vice Principal C&Q concurred the A Levels outcomes had been lower. The Principal stated the priority now was to improve VA and retention on A Levels. The Chair added that the Quality Development Plan (QDP) identified where we needed to improve and the impacts from the interventions to date had been noted at the meeting with Ofsted inspectors.

***The Board resolved to accept the report.***

#### **C.19.183 Ofsted Monitoring Visit**

The Vice Principal C&Q presented a verbal synopsis of the outcomes from the Ofsted monitoring visit against each theme. Overall the visit had been a positive one. She confirmed a report is due imminently although it would remain confidential until the Ofsted report was published.

*The Assistant Principal of Curriculum and Quality and the Director of Teaching & Learning and Sixth Form joined the meeting.*

#### **C.19.184 7.2 Review of Equality and Diversity (E&D)**

The Director of Teaching and Learning & Sixth Form presented her report. A governor questioned if improvements in the planning for more able students had been made. The Director stated that staff had received face-to-face refresher sessions on this during staff development training in June and no evidence of the gap widening had been identified since.

Governors questioned whether external staff, such as security, cleaners etc were involved in College-wide training. The Director confirmed they were.

A governor asked what work the College was undertaking in order to achieve the Carers' Award noted in paragraph 3.4.7. The Assistant Principal stated the College supported approximately 20 young carers (under 25 years of age) in areas such as financial and resilience support and achievement of this Award would recognise the work undertaken in this particular area.

A governor suggested that in the future policies, such as the E&D policy, be considered at the beginning of the academic year to line up with other College policies. The Director of Teaching and Learning & Sixth Form agreed to this and would change the review date on the policy to a date in August.

**Dir T&L &  
SF**

***The Board accepted the information and data analysis and approved the Equality and Diversity Policy and Equality and Diversity Objectives.***

The Chair stated GDPR training for governors was to be arranged shortly. The Assistant Clerk to circulate date and time.

**Asst Clerk**

**C.19.185** 7.3 Higher Education Strategy 2019-2021

The Assistant Principal presented her report and explained the Strategy had been reviewed in response to the revised UK Quality Code for Higher Education (2018).

A governor questioned what the strategy included to help attract potential students to the College. The Assistant Principal confirmed the strategy included a plan to develop partnerships with local employers and also linked closely with KGV centre as well as Southport College technical in order to create a greater market share. It included analysis to ensure students are enrolling on the right course, helped by holding taster sessions at both colleges.

A governor noted the strategy contained a significant amount of detail and asked if some form of timeline could be added. The Assistant Principal stated a column could be added to the Strategic Plan to clearly show progress against actions. Governors also requested the HE Marketing Strategy.

**Assistant Principal**

Governors discussed the reception areas in both colleges and suggested more information, including prospectuses, should be readily available. The Principal agreed to follow this up with Marketing.

**Principal**

The Chair requested for the next meeting, or at the Governor Strategy Day in May, a report on the impacts of the HE Marketing Strategy on enrolments. The Assistant Principal Curriculum and Quality agreed to provide this.

**Assistant Principal**

***The Board resolved to approve the HE Strategy.***

**C.19.186** 11.3 HE Quality Development Plan (QDP)

The Chair stated the HE QDP had been approved at the Standards Committee meeting in February.

***The Board resolved to accept the report.***

**C.19.187** **Item 12: Office for Students (OfS) Letter**

The Assistant Principal presented her report which was an update on progress since gaining registration with the OfS in October 2018. She stated that there were two areas for action around the registration process and the continuation rates for Year 1 and Year 2. The Head of HE had recently undertaken UCAS training regarding course information.

The Assistant Principal stated the College were due a monitoring visit from the OfS later this year, date awaited.

The Chair noted a query by the OfS with regards to 'fit and proper' in respect of Governance. All governors had completed the OfS enhanced 'fit and proper' declarations in June 2018 and this process is to be undertaken annually similar to the FE sector.

***The Board resolved to accept the report and registration letter.***

*The Assistant Principal Curriculum and Quality and the Director of Teaching and Learning & Sixth Form left the meeting.*

**Item 8: Audit Committee**

- C.19.188** 8.1 Minutes of the meeting held on 27<sup>th</sup> November 2018 and a verbal update from the meeting held on 5<sup>th</sup> March 2019.

The Chair of Audit thanked the Vice Chair for chairing the March meeting in his absence. The Chair highlighted two items for approval by the Board:

- C.19.189** 8.2i(i) Whistleblowing Policy and Procedure

A governor questioned if there were any changes to the Whistleblowing Policy. The Vice Principal Services confirmed there had been one minor change, being to the name of the charity on the final page, from Public Concern at Work to Protect.

***The Board resolved to approve the Whistleblowing Policy.***

- 8.2(ii) Policy and Procedure for the Prevention of Fraud, Irregularity, Corruption and Alleged Impropriety

The Chair of Audit stated there had been no changes to this policy

***The Board resolved to approve the Fraud Policy.***

- C.19.190** 8.3 External Audit Fees

The Chair of Audit stated the fees of Wylie & Bissett had not changed and the Audit Committee had been happy to approve their re-appointment and accept their fee proposal.

A governor questioned the length of the agreement with Wylie and Bissett and what their fee proposal had been at that time. The Chair of Audit confirmed it was for three years, commencing the previous year. The Vice Principal Services added the original proposal was for the same fee for 2017/18 and 2018/19 for the audit of Southport College accounts. In 2017/18 additional work had been undertaken with regards to the merged college and KGV, however, the figures in 3.1 of the report did not include these additional costs.

***The Board resolved to approve the re-appointment of Wylie & Bissett as External Auditors for 2018/19 and accept their fee proposal.***

**Item 9: Resources Committee**

- C.19.191** 9.1 Minutes of the meeting held on 28<sup>th</sup> November 2018 and a verbal update from the meeting held on 12<sup>th</sup> March 2019.

The Chair of Resources presented a verbal report on the items covered in the above meetings and stated there had been four items for committee approval and two for approval by the Board.

He drew attention in particular to the revised Management Accounts and the reduction in income due to risks materialising in HE and Advanced Learner Loans.

The Investment Policy and ICT Strategy were approved by the Resources Committee, Financial Regulations and Tuition Fees Policy below for approval by the Board.

**C.19.192** 9.2 Financial Regulations

The Chair of Resources presented the updated Financial Regulations and confirmed the revisions were highlighted in red throughout the document.

***The Board resolved to approve the revised set of Financial Regulations.***

**C.19.193** 9.3 Tuition Fees Policy 2019/20

The Chair of Resources presented the Tuition Fees policy confirming there were no significant changes to the policy, which had been discussed at Resources.

***The Board resolved to approve the Tuition Fees Policy.***

The Chair thanked the Vice Principal Services for the Funding Streams presentation he had held prior to the Resources meeting the previous week which governors had found very helpful.

**Item 10: Governance Committee**

**C.19.194** 10.1 Minutes of the meeting held on 14<sup>th</sup> November 2018 and the meeting held on 14<sup>th</sup> February 2019.

The Chair of Governance presented a verbal report on the items covered in the above meetings. He highlighted the resignations of Ian Raikes and Jim Turner as independent governors and their move to associate governors on their respective committees.

The Chair of Governance stated the Governors' Charter had been discussed at the previous meeting and a working party was to be set up to take this forward.

**Clerk**

The Chair of Governance stated following the meeting in February there was one document for noting and one for approval by the Board:

**C.19.195** 10.2 Governors' Skills Audit

In the absence of the Clerk the Assistant Clerk presented the Governors' Skills Audit report for information, explaining two completed forms remained outstanding.

Governors discussed the report and its aim of identifying skills gaps and how these could be best filled. The Chair stated one area which required strengthening was board representation of a HE governor as the recent HE governor had decided to step down from the Board due to work commitments but is remaining as an Associate Governor. The vacancy for the HE student governor is expected to be fulfilled within the next two weeks as interviews are scheduled to be undertaken.

**Clerk/Asst  
Clerk**

The updated audit will be presented to the next Governance meeting and then to the following Board meeting.

***The Board resolved to accept the report.***

*Suzanne Knowles left the meeting.*

**C.19.196** 10.3 Chair's Evaluation

The Assistant Clerk presented the Clerk's report on the updated Chair's Evaluation Questionnaire for approval by the Board.

Governors queried the wording of some of the questions and how they could be interpreted differently by governors. The Principal stated he felt the number of questions could be condensed and made clearer. He added, following feedback from Ofsted during the monitoring visit, it was important to include a question on the strategic role and the Chair added that it would seem appropriate to include the job description and a resume from the Chair to assist the evaluation process.

**Clerk**

It was agreed that following governors' comments the Evaluation form would be updated by the Clerk and presented at the next Governance meeting and subsequently to the next Board meeting together with the Chair's job description and summary report of the work undertaken by the Chair.

***The Board resolved to approve the report subject to the amendments outlined above.***

**Item 11: Standards Committee**

**C.19.197** 11.1 Minutes of the meeting held on 29<sup>th</sup> November 2018 and the meeting held on 14<sup>th</sup> February 2019.

In the absence of the Chair of Standards the Chair of Corporation presented the minutes and outlined the following areas of note:

- focus on attendance - slight improvement
- responses to the student survey considered
- College Quality Development Plan – on track as discussed with Ofsted inspectors
- HE presentation by the Head of HE
- Approval of the HE Annual Report

**C.19.198** 11.2 Quality Development Plan (QDP)

The Vice Principal Curriculum & Quality stated the QDP had been fully updated and now contained all the targets and progress as previously contained in the original VPC&Q report. The QDP will be continually updated and be presented at Standards and Board meetings.

***The Board resolved to approve the report.***

**C.19.199** **Item 13: Governor Activity Report**

The Chair stated this was an opportunity for governors to feedback to Board on the activities they had undertaken and also requested that where governors had held governor link meetings, they complete a link report and forward to the Assistant Clerk for retention.

A resume of activities was provided, including:

- Link governor meetings with Finance, HR, HCSP, E&D, Marketing and IT
- Teaching & Learning Strategy
- Safeguarding Training
- Funding Streams Presentation
- Governor Strategy Event on 14<sup>th</sup> February 2019 "Outstanding Governance"
- Arrangements for the visit from Elizabeth Truss MP, Chief Secretary to the Treasury, on 4<sup>th</sup> April.

Governors also attended the Governors' Annual Dinner and various College performances.

A governor questioned whether governors should attend meetings outlined in the AoC briefings they received. The Chair confirmed that the Clerk has decided to send out the weekly AoC letter to governors for information and highlight appropriate items, however, governors were not expected to attend the meetings unless they particularly wished to do so.

The Chair stated governors had received insolvency training during the induction by Richard Caulfield, AoC Area Director (NW) last October. The Clerk to circulate the Insolvency document to all governors.

**Clerk**

A governor requested the Funding Streams presentation be circulated to governors. The Assistant Clerk to action.

**Asst Clerk**

**C.19.200 Item 14: College Consultative Group (CCG)**

The Chair stated the CCG minutes were presented for information.

**C.19.201 Item 15: Feedback from Governors**

The Chair asked for any questions with regards to the board meeting.

A governor requested if governors could receive a calendar of events held at both Colleges and whether they could attend to show their support. The Chair agreed, Assistant Clerk to circulate

**Asst Clerk**

A governor asked if a summary sheet could be added to the committee minutes circulated to the Board to save time during the meeting. It was suggested that items to be presented to the Board could be highlighted during the relevant committee meeting and added to this sheet. Clerk to pursue.

**Clerk**

**C.19.202 Date of Next Meeting**

Strategy Day – Wednesday 15<sup>th</sup> May, 9.30am – 3.00pm, venue TBC

Wednesday 10<sup>th</sup> July 2019 at 3.00pm – KGV