

**Minutes of the Corporation Meeting held on
Wednesday 16th October 2019 at 5.00pm**

Present: Christine Bampton
John Clarke - Principal
Juliette Cosgrove
John Fell
Veronica Fell (Chair)
Rob Firth
Mark Grutters
Vickie Hayes
Carla Kennaugh
Alex Kenny
Suzanne Knowles
Mo Kundi
Richard Jacklin (associate governor – observer)

In Attendance: Anne-Marie Francis – Vice Principal Curriculum & Quality
Caroline Jenkinson – Director of Governance
Jesamine Kelly – Assistant Principal
Jan Regan – Director of Facilities Management (FM)
Nicola Tomlinson – Rockborn
Peter Ryder – Rockborn

Action

BRIEFING ON CRITICAL INCIDENT MANAGEMENT PLAN (CIMP)

The Director of Facilities Management gave a presentation on the updated CIMP and accompanying Guide following the presentation and discussion at the Strategy Day on 22nd May 2019. The Critical Incident document had been considered by the Resources Committee who recommended the presentation on the updated CIMP and accompanying guide to be given to the Board by the Director of FM.

**Dir of FM/
Dir of Gov**

The presentation would be sent on an email distribution to governors following the meeting.

The Chair thanked the Director of FM for her attendance and work on the updated Guide.

The Director of FM left the meeting at 5.20pm.

FULL BOARD MEETING

The Chair welcomed everyone to the meeting, particularly Juliette Cosgrove and Carla Kennaugh, new independent governors, to their first Board meeting.

C.20.10 Item 1: Apologies for absence

Apologies for absence were received from Kathy Passant (Vice Chair), Vipin Trivedi, Carol Reid and Lisa Owens

C.20.11 Item 2: Declarations of Interest

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

C.20.12 Item 3: Minutes of 10th July, Minutes of the extraordinary meetings on the 23rd and 30th August 2019/Matters Arising

Minutes of 10th July 2019 and minutes of 23rd August agreed as a correct record.

Minutes of 30th August 2019 to be amended at Item 3 paragraph 7 to show governor would provide contact details of relevant person at Sefton MBC for management to follow up. Minutes to be amended accordingly.

Dir of Gov

C.20.13 Item 4: Actions Summary

C.19.218 The Chair confirmed the 'fit and proper' amalgamated form for FE and HE would be distributed for signature this week. Director of Governance to follow up.

Dir of Gov

C.19.220 Director of Governance visited Hugh Baird College to meet up with their D of G and Head of IT to discuss the use of IT in governance. It was reported that the purchase of Tablets for governors' use is to be followed up together with introducing Microsoft Office Teams for the distribution and use of governors' papers.

Dir of Gov

C.19.225 The Principal confirmed information relating to brands would be included in the next Corporate Performance Report. A governor raised the use of the three College logos with the Principal confirming this was being revisited, including reference to the new title of 'Southport College University Centre'.

Principal

C.20.14 Item 5: Written Resolutions

The Clerk confirmed the written resolutions that had been approved by the Board since the Extraordinary meeting on 30th August 2019. The Chair explained Richard Jacklin's appointment had been deferred to the next Governance Committee meeting.

C.20.15 Item 6: Confidential Items

The Chair confirmed the Marketing Strategy and Staff Pay Award would form separate confidential minutes.

C.20.16 Item 7: Chair's Report

The Chair congratulated the management team, particularly the HE team, for their hard work and successful handling of the recent QAA review which had resulted in high outcomes in all areas.

The Chair informed the Board that a recently planned visit by The Rt Hon Jake Berry MP, Minister of State for the Northern Powerhouse, had been cancelled due to Brexit.

ITEM 8: STRATEGIC ISSUES

C.20.17 Item 8.1: Strategic Plan for 2019/20 to 2021/22

The Principal presented the Strategic Plan and explained there had been some minor modifications to the targets attached to the objectives. With regards to core target (h) this had previously included an assessment of financial health as being good by 2021/22. Following the approval of the revised financial forecasts in July 2019 it was uncertain if good financial health could now be achieved by 2021/22 and therefore it was agreed to have the core target as meeting the current Financial Budget forecast.

A governor questioned core target (c) which incorporated a number of areas within the one target. It was requested that each target be presented with a RAG rated report so that progress could be easily tracked. The Principal added the KPIs could be presented in a similar way. Vice Principal C&Q to follow up.

VP C&Q

The Board resolved to approve the report subject to the introduction of a RAG rated report.

C.20.17 Item 8.2: Headline Targets for 2019/20

The Vice Principal C&Q presented her report summarising the data relating to performance against headline targets for 2018/19 and headline targets set for 2019/20.

Governors discussed the report and whether the targets set for 2019/20 were viewed as achievable or aspirational due to the previous year's targets not being achieved. The Vice Principal C&Q advised that data would be presented to the Standards Committee meeting in November for their recommendation and for approval by the Board in December. She also confirmed the SAR process would produce a clearer picture.

A governor questioned why Level 3 was used for the attendance figures. The Vice Principal C&Q confirmed attendance was tracked in all areas, however, Level 3 attendance could be used for benchmarking against other 'good' and 'outstanding' colleges. The Assistant Principal added Level 3 is the College's largest cohort and the aim was to align results with competitors.

The Committee resolved to approve the report subject to monitoring and measures being shown in the SAR and QDP.

Juliette Cosgrove left the meeting at 6.00pm

C.20.18 Item 8.3: Enrolment Report

The Vice Principal C&Q presented her report giving an update on the current enrolment position at the College in a table format as previously requested by governors.

Governors discussed the report and made reference in particular to the numbers of students on individual courses and whether these were increasing or decreasing. The Vice Principal C&Q confirmed this information was contained in her admissions report which is presented to the Standards Committee and stated that it could then go to the Board if required. The Principal added that table 2.2 produced by the Vice Principal Services showed 16-18 breakdown of enrolments which is monitored very closely.

A governor requested totals be added to the table at 2.1. The Vice Principal C&Q agreed to do this.

VP C&Q

Governors discussed the importance of growth, particularly at KGV, which had been the focus of the merger. It was acknowledged that there had been growth during the previous two years, however, the current year was showing a reduction in enrolments and this was being addressed through school liaison and the marketing strategy.

The Board resolved to accept the report.

C.20.19 Item 8.4: Marketing Strategy 2019/20

The Chair thanked the Vice Principal C&Q for the detailed report. The Vice Principal C&Q confirmed the competitor analysis showed a more assertive and bolder approach to student recruitment with changes to school liaison and admissions having been implemented.

In response to a governor question the Principal confirmed a decision had been made to manage school liaison under a different department to marketing. This year school liaison would be closely monitoring applications and interviews and working to keep applicants warm with support from the marketing department in the form of appropriate updates and materials. Going forward the marketing strategy will be monitored by the Standards Committee in respect of school liaison reports and the Resources Committee in respect of overall marketing budget, strategy and student numbers.

Governors discussed the report and noted the key target area for recruitment being students from local schools. The Principal confirmed school liaison were particularly concentrating efforts on high achieving students who had been choosing to go to places other than KGV. The school liaison team were now in local schools early morning on a daily basis, including involvement in assemblies and whole year presentations.

The Chair referred to the various targets within the report and suggested it would be helpful for governors to have a RAG rated report showing targets for each strand along with KPIs on one summary sheet. The Vice Principal C&Q agreed to produce this.

VP C&Q

The Board resolved to approve the report subject to the production of a summary KPI and RAG report

Due to illness the Chair of Audit left the meeting at 6.20pm.

C.20.20 Item 8.5: Accommodation Update

The Chair of Resources advised the meeting of the Accommodation Update that had been received by the Resources Committee at their last meeting on the 9th October. There were no issues in connection to the gas and plumbing workshop development which was ongoing and on budget with an aim for completion in November 2019.

The Resources Committee had recommended that the College proceed with a Liverpool City Region (LCR) Strand 1 Capital Bid for the refurbishment of the Pennington Building but stipulated that any spend would not go ahead unless full funding was received from the LCR. The Principal advised that the LCR team had visited the College and feedback to date had been very positive. Details regarding the level of grant were expected in December. After discussion governors agreed to provide their support to the management team progressing the next stage of the bid process with the LCR.

The Principal on behalf of the Vice Principal Services gave an update on the RG Building. He advised that Whitfield and Brown had proposed a counter offer which was slightly less than the £764k included in the accounts but it had not yet been formally agreed.

The Board resolved to accept the report and gave their support for progressing the Pennington Refurbishment project discussions with the LCR

ITEM 9: SAFEGUARDING

C.20.21 **Item 9.1: Annual Safeguarding Report 2018/19**
Item 9.2: Safeguarding Policy & Procedures for 2019/20

The Assistant Principal presented her report which provided members of the Corporation with information on Safeguarding including statistics for the academic year and a summary of information provided to the Standards Committee during 2018/19. She confirmed the Safeguarding Policy had been updated in line with national guidance.

The Board resolved to accept the report and approve the Safeguarding Policy for 2019/20.

ITEM 10: COMMITTEE REPORTS

C.20.22 **Item 10.1: Governance Committee**

The Chair presented the Governance Committee reports regarding committee membership (including the newly constituted Committee comprising of committee chairs). The staff governor, Vickie Hayes has been transferred to the Resources Committee. The new composition would be tried over this academic year and reviewed in July 2020. Governor Links for 2019/20 had been distributed and the Director of Governance was in the process of developing the Governor Training Plan for 2019/20 to be reported to the December Board meeting.

The appointment of Richard Jacklin as an independent board member as recommended by the Governance Committee would be dealt with via a written resolution prior to the December Board.

The Board resolved to approve the revised schedule of committee memberships and schedule of Governor Links for 2019/20.

C.20.23 **Item 10.2: Standards Committee**

In the absence of the Chair of Standards the Chair of Board outlined the papers considered at the Standards Committee meeting held on 10th September 2019 which will come for Board approval at the December Board meeting.

C.20.24 Item 10.3: Audit Committee

As the Chair of Audit had left the meeting due to illness the Chair confirmed that the meeting minutes of the Audit Committee held on 1st July 2019 had been circulated to the Board. All the Board approvals from that meeting had been dealt with at the Board meeting on the 4th July 2019.

C.20.25 Item 10.4: Resources Committee

The Chair of Resources confirmed the Committee had looked at the financial information at the last Committee meeting. He confirmed this had showed a deficit for 2018/19 of approximately £450k which the Principal noted was a slightly improved position on the previous forecast.

The Committee also considered and agreed the HE Fees Policy, which was now recommended to the board for approval.

The Board resolved to approve the HE Fees Policy.

The Committee recommended for approval the changes to the Financial Regulations in line with the paper previously circulated to the Board advising a change in the limits of financial delegation.

The Board resolved to approve the changes to the Financial Regulations.

The Board recommended for approval the Critical Incident Management Plan in line with the documentation previously circulated to the Board.

The Board resolved to approve the Critical Incident Management Plan.

Management, Staff governors and the Director of Governance left the meeting at 6.45pm

C.20.27 Item 11: Staff Pay Award (Confidential)

A separate confidential minute was recorded.

C.20.28 Item 12: Appointment of Director of Governance

A separate confidential minute was recorded.

Management, Staff governors and the Director of Governance re-joined the meeting at 6.55pm

C.20.29 Date of Next Meeting

Wednesday 4th December 2019 at 5.00pm, Southport College