

Minutes of the meeting of the Corporation held via MS Teams on Wednesday 29th September at 6pm (with training from 5.30pm)

- Present:** Kathy Passant (Chair of the Corporation)
 Mark Aberdein
 Christine Bampton (Vice Chair of the Corporation)
 Laura Bell
 Margaret Boneham
 Michelle Brabner (Principal)
 Rob Firth
 Vickie Hayes (Staff Governor)
 Diane Hutchinson
 Suzanne Knowles (Staff governor)
 Mo Kundi
 Susannah Porter
 Richard Simms
 Katy Robinson
 Paul Walker
- In Attendance:** Lisa Farnhill (Clerk to the Governing Body)
 Maura Cummins (Deputy Principal)
 Kevin Williams (Director of Finance and Facilities)
 Jesmaine Kelly (AP Quality and Performance)
 Stephen Musa (AP Student Experience and Welfare)
 Rebecca Rothwell (Student Engagement Officer) (Training only)
- Apologies:** Vipin Trivedi
 Carla Kennaugh
 Alex Gamil
 Carol Reid (Staff governor)
 Alex Kenny
- Absent:** Victoria Fenner (Student governor)

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Pre-Meeting Training – Safeguarding

The Chair welcomed the Student Engagement Officer, thanking her for providing the Corporation with essential training in Safeguarding.

The training summarised the work of the safeguarding team, policies and practices, including improvements made following the update to KCSIE 2021, which supported the EIF requirement for a whole college approach. Governors were notified of staff training which included a focus on presuming that ‘it does happen here’ even if logged incidents are low.

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Assurance was provided on continued developments to improve awareness of staff and students, with a case study used to embed the impact of the issues faced by the young people in College.

Members were encouraged to raise questions through email, with the Student Engagement Officer thanked for the engaging presentation.

C.22.01 ITEM 1: WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting by welcoming members and attendees, with the Clerk detailing the apologies for absence, all of which were accepted. Members asked for their congratulations to be passed onto Alex (Gamil) and her family, noting her absence was due to the birth of her second child earlier in the week.

It was noted that no apologies had been received for Victoria Fenner, with the Clerk confirming that this was the third consecutive meeting missed without apologies, and by the next meeting it would have exceeded six months without the permission or approval of the Corporation, therefore her position would be terminated in line with Instrument 10.

Item 1 approved: The Corporation noted and accepted the apologies detailed above and resolved to approve the termination of the membership of student governor Victoria Fenner.

C.22.02 ITEM 2: DECLARATIONS OF INTEREST

The Clerk declared an interest in relation to her employment at St Mary's College and as a Governor at St Barnabas in Darwen.

Item 2 noted: The Corporation noted the declaration.

C.22.03 ITEM 3: MINUTES FROM THE 7TH JULY 2021

The Chair invited members to raise points of inaccuracy and matters arising not detailed in the report under item 4.

With no corrections or additional matters arising, the minutes were approved.

Item 3 – Approved: The Corporation approved the minutes of the meeting of the Full Corporation on 7th July.

C.22.04 ITEM 4: MATTERS ARISING/ACTION SUMMARY

The Clerk outlined the key points from the action summary report, confirming that the working group had met to review the CFFR ahead of submission and advising that the updated strategic plan was with the marketing team, who were adding a professional look to the document. It was noted this would be included in the circulation of the Governors Handbook.

All other actions were summarised with no comments or questions received.

Item 4 – Noted: The Corporation noted the details of the report.

C.22.05 ITEM 5: CHAIR'S REPORT

The Chair summarised the activities undertaken since the last meeting of the Board, noting that although this was traditionally a quiet period over the summer, considerable work had still been undertaken.

The Chair informed the Corporation that along with the Clerk and Vice Chair, she had met with the author of the External Review of Governance (ERG) and then followed this up by approving the action plan drafted by the Clerk.

It was noted that Vice Chair, Christine Bampton, had attended the annual Strategic Conversation with the ESFA and Principal on behalf of the Chair and the Chair had attended additional finance training on the preparation and review of management accounts urging members to undertake any further training opportunities as circulated by the Clerk.

The Chair informed the Committee that she had continued to meet regularly with the Principal and Clerk, and had undertaken the bi-monthly probationary review of the Clerk and annual appraisal of the Principal, noting the improved timing and processes for staff reviews.

The Chair confirmed that she had attended the graduation ceremony on behalf of the Corporation, describing it as inspirational and exceptionally well organised event, encouraging other members to attend future events.

The Chair highlighted the attached letter from John Edwards for noting by all members of the Board, with the Clerk confirming that she had liaised with the Dir. of Finance and Facilities to ensure all aspects raised were addressed, noting the importance of the accuracy of the ILR.

The Chair formally announced her intention to resign, as had been raised at the Governance meeting and circulated by email. The Chair confirmed that the timing had been discussed and would be carefully managed to ensure a full handover, with the resignation to take effect from 31st December. The Chair commended all members of the Corporation for their ongoing commitment to improvements, noting she would leave knowing that the College would continue to go from strength to strength.

Item 5 – Resolved: Members resolved to note the verbal update and letter circulated.

C.22.06 ITEM 6: APPOINTMENT OF A CHAIR, VICE CHAIR TO THE CORPORATION AND CHAIR OF THE REMUNERATION COMMITTEE

The Clerk confirmed that in accordance with the Standing Orders, members were asked to appoint a new Chair to the Corporation at the meeting following the resignation announcement of the current Corporation Chair. The Clerk informed the Corporation that there had been one self-nomination from Christine Bampton, which had been seconded by the Principal. The Clerk confirmed there was no further interest in the role and asked the Corporation members to support this nomination, this was approved unanimously.

The Clerk confirmed that the Governance Committee had already begun considerations for a second Vice Chair, indicating that today's nomination would be as a second Vice Chair until Christine Bampton took up post as Chair, then becoming the only Vice Chair, with the Corporation maintaining the option to consider if it would like to appoint a second Vice Chair at that point.

The Clerk confirmed that Paul Walker had expressed an interest in the role and was self-nominating for the position of Vice Chair, seconded by Kathy Passant. With no other nominations, the Corporation offered their approval.

Item 6 – Approved: The Corporation resolved to approve Christine Bampton as Chair to the Corporation for a two-year term from 1st January 2022. The Corporation resolved to approve Paul Walker as Vice Chair with immediate effect for a two-year term from 29th September 2021.

ITEM 7: PRINCIPAL'S REPORT

C.22.07

The Principal summarised the report, informing the Board of the positivity from staff and students surrounding the return in September following the relaxation of some of the COVID-19 restrictions in line with the latest guidance. The Principal highlighted the following key points from the report:

- Additional support had been provided to settle students into their new classes, with this extended to second year students who had not had the benefit of a normal college experience in year 1
- The testing centre had been set up for students to test onsite, noting take up had been low with no positive results
- Enrolment was summarised as largely successful, taking the market share of school leavers, with data analysed in detail, noting that the figures were close to the financial targets but not the transaction unit targets
- Recruitment in some areas was considered to be low due to the pandemic, including hospitality and performing arts, with year one vocational not running
- Cyber essentials was achieved with plans to look at achieve Cyber Essentials Plus
- The success of the graduation ceremony was reiterated
- Results, as analysed by the Standards Committee had been subject to analysis, with areas noted for improvement and action plans drafted
- The impact of multiple lockdowns was considered to have had a disproportionate effect on more practical subjects
- The Deputy Principal would lead on the curriculum planning process due to commence in the coming weeks
- The estates strategy would be redrafted following a full site survey, noting CO₂ monitors for monitoring ventilation had still not been received
- The new AP role had been advertised, focusing on areas of MIS and apprenticeships, recognising those as key areas for improvement, to be line managed by the Dir. Finance and Facilities
- FEC recommendations were outlined, highlighting that this was an internal report that would not be made publicly available
- The Teaching and Learning Strategy was noted as under review, embedding a culture of continuous improvement with new technologies being explored

- 97% of students from KGV were placed in their 1st choice university with members encouraged to view the success case studies and videos on the college website
- The College continues to work with large numbers of students with an EHCP, with the college proud of its positive reputation for their work in this area

The Principal was thanked for the summary.

Item 8 – Noted: The Corporation noted the update.

C.22.08

ITEM STRATEGIC ISSUES

8.1 Headline Targets for 2021/22 for approval

The Deputy Principal provided a summary of the proposed targets for 2021/22, informing the Board that the last national rates were from 2018/19. The Corporation were informed that some achievements would be outstanding until October with the report drafted with the data available as at Monday 13th September, with predictions made over the outstanding achievements, noting some slight adjustments may be necessary.

It was acknowledged that some targets set were below national rates, however, considered to be realistic, with consideration given for the impact of CAGs and TAGs.

The data was summarised, and questions invited, with members questioning the apprenticeship outcomes and terminology of awarding organisations, with the Deputy Principal confirming they were correct at the time of reporting, with some improvement since, noting the intention to appoint a new AP with responsibility for improving this area further.

Other issues relating to assessors were noted, with work now underway to clear the backlog in end point assessments.

In response to a question, the Deputy Principal confirmed that the College would still self-assess as 'requires improvement' for apprenticeships with the Corporation reassured by the strategies for improvement.

Item 8.1 – Approved: The Corporation resolved to approve the headline targets for 2021/2022.

C.22.09

Item 8.1: Update on College's 2021/22 Enrolments

The AP Student Experience and Welfare indicated that as mentioned by the Principal in her report, enrolments had been positive overall, particularly for school leavers, with the College now having the market share which was a great marketing opportunity.

Members were provided with updated figures, noting 16-18 enrolments had improved from 1700 to 1712 against a financial target of 1715. HE was now 156, with adult learners increasing to 664, an increase of almost 100 since the report was drafted, with adult learner loans at 272, with enrolment ongoing.

The positivity around the market share for school leavers was celebrated whilst recognising disappointment over HE applications with work undertaken to address this. The Corporation were assured that the financial targets had been revised to ensure the budget balanced.

Members questioned the reduction in recruitment for Southport college, with the reduction noted to be in areas including performing arts and hospitality,

affected by the pandemic. Actions to address this included rebranding and professionalization of performing arts, noting the importance of this subject for the town.

Members thanked the AP Student Experience and Welfare, and noted how vital it was that they maintained the upward trajectory.

Item 8.1 – Noted: The Corporation resolved to note the update.

ITEM 9: COMMITTEE UPDATES

C.22.10

Item 9.1: Governance Committee Update

The Committee Chair summarised the meeting, noting that discussions had centred around the Chair's announcement to resign, including plans for succession.

Discussions relating to staff morale were summarised, with the Committee keen to ensure that there is a closer relationship between the staff and Corporation now that the restrictions are easing. It was noted that the valuable contributions of staff governor Vickie Hayes as student mentor should continue once her term as staff governor ends.

The Committee confirmed that associate member Anita Holt's term was due to end, and they recommended that she be approached to apply for a further term based on her valuable contributions.

The Clerk was asked to summarise the following reports of key note or for approval:

Governance SAR (for approval)

The Clerk confirmed that the ERG had concluded with the outcomes and actions reviewed by the Committee. It was noted that the recommendation of the Committee that this was approved as the SAR for 20/21 and GDP for 21/22.

Governors Handbook 2021/22 (for approval)

The Clerk summarised the content, stating that in approving the Handbook, members were reapproving and committing to the code of conduct for 2021/22.

Annual Members Report 2020/21 (for information)

The Clerk confirmed that the Committee had reviewed the annual members report and this was included for information only.

Evaluation of the Chair (for information)

The Clerk confirmed that the Committee approved the content and format for the annual appraisal of the Chair, which would be circulated for completion in the next Clerk's newsletter and was included for information only.

Item 9.1 – Approved: The Corporation resolved to approve the Governance SAR and GDP and Governors Handbook and note the Annual Members Report and format and content for the Evaluation of the Chair. The Corporation noted and the intent to ask Anita Holt to serve a further term.

C.22.11

Item 9.2: Standards Committee Update

The Committee Chair thanked the Clerk for the immediate circulation of the meeting summary which had been included for information to all members.

The Committee Chair informed and reassured the Board of the thorough analysis and challenge relating to the results, highlighting how the committee had been reassured over the plans for improvements.

The Chair asked members to take note of the detailed annual safeguarding report which summarised the information that had been presented to the Committee throughout the year, with some of the detail having been covered in the earlier training.

The Chair informed the Corporation that as Committee Chair and Safeguarding Link, she was assured over the plans for the coming year to improve safeguarding, noting how responsive the team had been throughout the Pandemic.

The Committee Chair urged those who had not already done so, to read KCSIE 2021 and complete the MS Form, informing the Board that plans were in place to improve staff completion.

The Chair informed the Corporation that the Committee recommended all staff continue to read Part one of KCSIE and not the condensed version, to ensure all staff continue to see safeguarding as a priority that is everyone's business, this approach was approved by the Corporation.

The Committee Chair concluded by summarising the key items presented for information and/or approval as follows:

FE Outcomes (for information)

Corporation members were asked to receive the report on the predicted headline results of Southport College students and actual A Level and Advanced Level BTEC results for KGV learners in 2020/21 and raise any further questions.

GCSE Outcomes (for information)

Corporation members were asked to receive a report on English and maths results for 2020/21 and advised of a comprehensive improvement plan as seen by the Committee, with improvements to attendance being monitored by the Committee.

HE Outcomes (for information)

Corporation members were asked to receive a report on HE results for 2020/21, noting the positive outcomes following a delay in publication.

Annual Safeguarding Report (for information)

Corporation members were asked to receive for information the 2020/21 annual safeguarding report, noting that this summarised issues and activities as reviewed by the Committee throughout the year.

Safeguarding Policy (for approval)

Corporation members were asked to accept the recommendation of the Committee and approve the 2021/22 safeguarding policy which had been revised in line with updated KCSIE guidance 2021 and included a recommendation to continue to read part one of KCSIE in full for all support staff.

Policies (for approval)

Corporation members were asked to accept the recommendation of the Committee and approve the following policies:

- Admissions
- HE Admissions
- Freedom of Speech

Item 9.2 – Approved: The Corporation resolved to approve the safeguarding policy, approach to reading KCSIE, admissions policy and HE admissions policy and freedom of speech policy. The Corporation resolved to note the Safeguarding Report and Outcomes.

C.22.12 Item 9.3 - Resources Committee

The Resources Committee Chair informed the Corporation that the minutes of the 30th June 2021 were included for information, whilst providing the Corporation with a verbal summary of the meeting held on 22nd September 2021.

The Chair informed the Corporation that it had been a detailed and productive meeting, with considerable questions and challenge raised.

The Committee assured the Corporation that information relating to the Staff Pay Award had been considered, however, the Committee resolved to defer the decision as they felt more information was necessary to make a fully informed recommendation due to the current financial position and wider implications of the Award.

Members were advised of the review of other HR papers, including a report on the UMF meetings and the in depth review of financial papers, asking the Dir. Finance and Facilities to provide a summary of the budget update and CFFR.

The Committee presents for your information and/or approval the following items of key importance:

College Financial Forecasting Return (CFFR) and Market Oversight Team (MOT) Returns

The Corporation members were asked to receive for essential information the updated CFFR and MOT returns to be submitted to the ESFA by 30th September.

The Dir. Finance and facilities summarised the papers, informing the Corporation that cash was stronger than anticipated due to timing, following the extension to capital programmes, which would be resolved by October.

The Board were advised that 16-18 recruitment had stabilised, with adult learner loans still increasing, whilst HE recruitment remained the biggest concern, which had been highlighted as ambitious in July, with the target now revised. The impact was noted to be £220,000 taking the financial health close to requires improvement. The Corporation were advised of close monitoring, with any subsequent growth requiring a corresponding saving.

Accommodation Update

The Corporation were advised of a thorough review by the Committee, noting the intent for an updated accommodation strategy following a site review which is going out to tender.

HE Tuition Fees and Refund and Compensation Policy 2021/22

The Corporation were asked to accept the recommendation of the Committee, and to approve the policy.

Health & Safety Annual Report

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The Committee presented the report as essential information to the Corporation, with the Dir. Finance and Facilities advising that there had been less incidents due to less people on site during the lockdown periods.

The Corporation were informed of disruptions in reporting due to there not being a Health and Safety lead, with the post being filled but now needing to be re-advertised. The Corporation were assured that the role was being covered by the Head of Facilities Management who had additional availability following the conclusion of the capital projects.

Item 9.3 – Approved: The Corporation resolved to approve the HE Tuition Fees, Refund and Compensation Policy 2021/22, note the content of the CFFR and MOT returns, Accommodation Update and Annual Health and Safety Report.

C.22.13 ITEM 10: DATE OF NEXT MEETING

The next meeting date was confirmed as 14th December 2021.

Item 12 – Noted:

C.22.14 CLOSING COMMENTS

The Chair thanked members and attendees for their time and the staff, including the Clerk for their time and effort in preparing papers for the meeting.

The Clerk clarified that there had not been any interest for the position of Remuneration Committee Chair, although one member had stated they would be able to consider this from next year. The Clerk asked any member interested to make the interest known to the Clerk, reassuring the Board that in the absence of a permanent Chair, the Terms of Reference allowed for a temporary appointment of one of the members.

The meeting closed at 18.55pm, with the Chair asking anyone with any subsequent questions, to raise them via herself, Principal or the Clerk.