



**CONFIRMED MINUTES OF THE
BOARD OF GOVERNORS MEETING
HELD ON WEDNESDAY 18th OCTOBER 2017**

Present: Anna Barnish, David Clark (Chair), Andrew Davies, Joanne Finnerty, Lorraine Gardner, Sue Higginson (Principal), Tim Kelly, James King, Tony Mann, Joe McArdle, Paul Smyth, Jayne Winders

In attendance: Michael Norton, Deputy Principal
Maura Cummins, Vice Principal – Curriculum and Quality
Steve Cain, Director of Financial Services
Will Jerram, Director of MIS
Rob Kay, Director of College Services
Ian James, Clerk to the Governors
Louise Kelly, Administrator to the Governors

APOLOGIES

49. Apologies were received by Gary Doyle and Richard Mawdsley.

DECLARATION OF INTEREST

50. There were no declarations of interest.

BOARD MEMBERSHIP

Appointment of Joanne Finnerty

51. There were two vacancies for external governors. The Governance & Search Committee had interviewed Joanne Finnerty prior to the Board meeting. The Governance & Search Committee felt that Joanne's recruitment and HR experience aligned well with the Board's skill matrix and as a result recommended her appointment.

52. **Resolved** that Joanne Finnerty be appointed as a governor in the 'external' category with immediate effect for a term of office lasting until 31 July 2021.

PRINCIPAL'S UPDATE

53. The Principal updated governors on the recent Ofsted inspection, where the College had improved to a 'Good' rating.

54. The Chair and the Board of Governors congratulated all staff and acknowledged their hard work and contribution. The Chair and Board were proud of this achievement.

55. The Principal continued that there was going to be a follow up Managers Event to evaluate the Ofsted experience and how the College can move forward to 'Outstanding.'

56. The Principal reported that the 16-18 numbers were good relative to the same position last year, notwithstanding the removal of one sub-contract. We still needed more 1618s to meet year end contract and they would be recruited from the NEET cohort which brings its challenges. . Apprenticeships uptake was nationally poor with 61% drop in recruitment, following introduction of the Levy and reforms. However, the College numbers were good compared to the National picture.

57. The ESFA Audit in September had resulted in a 0% error rate. In total, the apprenticeship and bursary audits had all resulted in a 0% error rate which was an exceptional outcome.

58. The Deputy Principal updated the Board with regard to the Merseyside Pension Fund (MPF) security obligations. The College's proposal had been accepted by the MPF and they would proceed with the valuation.

SHARING RECENT SUCCESSES

59. The Board received the routine report on the College's recent successes (copy attached to signed minutes). The Board noted its content.

BALANCED SCORECARD

60. The Deputy Principal provided the Balanced Scorecard (copy attached to signed minutes). As there were no red items at this stage, there were no exception reports.

61. The Deputy Principal reported that attendance was good on vocational programmes, but attendance in English and maths sessions remained a focus of continuous action. MIS provided regular reports identifying any issues or patterns of attendance and strategies were being put in place to ensure students attended English and maths. Furthermore, timetables had settled down a lot faster than in previous years.

62. There were some cases of sickness leading into long term absence that were associated with managing issues within due process.

63. A governor enquired about the 96.40% Safeguarding Training Compliance figure compared to the 100% target. The Safeguarding Manager explained that this was because of the different employee start dates. New staff were given a month to complete the Safeguarding training and action was taken if it was not completed within that time frame. In addition, there was a Safeguarding Policy that would go to JCC that would ensure all staff were contractually required to undergo a DBS check.

64. A governor asked about HE Income as the figure was low for September and was advised that HE Students did not enrol until the end of September. Furthermore, HE income was received in instalments over the course of the year.

65. The Vice Principal – Curriculum and Quality explained that the current plan for work experience was:

- Level 3 students to complete work experience in Term 1 and Term 2
- Level 2 students to complete work experience in Term 2 and Term 3
- Level 1 students to complete work experience in Term 3

Governors asked if work experience could be measured more regularly than the current annual report and the Principal agreed to produce termly reports.

MANAGEMENT ACCOUNTS

66. The Director of Financial Services presented the Management Accounts (copy attached to signed minutes). The Management Accounts for September 2017 showed an operating surplus of £877k against a planned surplus of £810k with a forecast financial health rated 'Good.' The Director of Financial Services explained that there were still high value apprentices from 2016/17 due to complete this year. The Board noted its content.

ANNUAL HEALTH & SAFETY REVIEW

67. The Director of College Services provided the Annual Health & Safety Review (copy attached to signed minutes). The review identified the low, medium and high risks and how the College mitigated those risks.

68. In Term1 there had been a 46% decrease in accidents compared to the same point last year, with no accidents reported by visitors or contractors.

69. Following the Grenfell Tower Disaster, the College had conducted a fire risk assessment with regard to the insulated cladding on the lower wings of the 12 Quays campus. Advice had been taken from the suppliers of the panels and it was confirmed that the panels consisted of an aluminium composite material and, as such, the panels were 'not' fire resistant. However, the Director of College Services explained that, as none of the campus buildings were four storeys or more and the buildings were not used for residential accommodation, the College continued to be designated as a 'low risk' by the Fire Authority.

70. The Director of College Services commented that the increase in near miss reporting was considered a positive and that the College had run a 'See Something, Say Something' campaign that actively encouraged staff and students to flag or report any potential risks.

71. The Director advised that the College had trialled different dust extraction methods and that dust fans were to be fitted at Wirral Waters. He also reported that there had been issues regarding the doors at Wirral Waters and that the necessary work would be completed by February 2018. The Chair asked him to keep the Board informed of any developments.

72. The Principal informed governors that clear policies and procedures were in place to ensure that any staff who drive on behalf of the College must have business insurance cover.

73. The Director of College Services explained that the procedures for minibus use had been updated. There was a new fleet of minibuses that were stored at Birkenhead Van Hire who would monitor and check over vehicles after each use, to ensure that the vehicles were roadworthy and compliant.

BOARD AND COMMITTEE MINUTES

Board Meeting

74. **Resolved** that the minutes of the meeting held on 21st September 2017 be approved as a correct record and signed by the Chair, subject to an amendment to minute 11 that sickness absence was 3.25% rather than 2.4%

Governance and Search

75. The Board received the minutes of the Governance and Search Committee meeting held on 3rd October 2017 and attendance figures for 2016 - 17 (copies attached to signed minutes).

76. The Chair of the Audit Committee informed the Board that he had met with a potential co-opted member, Nigel Woodcock and felt that his audit knowledge and experience would make him a valuable asset to the Committee.

77. **Resolved**

- 1 that Nigel Woodcock to be appointed as the co-opted, non-governor member of the Audit Committee
- 2 that Jayne Winders be appointed as a member of the Governance & Search Committee and Tim Kelly to replace her on the Audit Committee

DATE OF NEXT MEETING – Thursday 14th December 2017