

MINUTES OF BOARD MEETING HELD ON 18TH MARCH 2019

Present:	Valerie Allen	External	
	Karen Banks	External	
	Tony McDermott	External	
	Neil McGrath	External	
	Tom McInerney	External	
	Mary Murphy	Principal	
	Lynn Pegler	External	
	Wesley Rourke	External	(Chair)
	Jacqui Scott	Staff	
	Susan Smith	External	
In Attendance:	Thalia Bell	Deputy Principal	
	Leeann Bellfield	Assistant Principal	
	Alan Brown	Assistant Principal	
	Julie Holland	Deputy Principal (Finance & Resources)	
	Lesley Venables	Clerk to the Governors	

PART ONE

APOLOGIES FOR ABSENCE

136 Apologies for absence were received from Michele Bacon (External Governor), Chris Sikorski (Staff Governor) and Adam Moore (Student Governor).

DECLARATION OF INTERESTS

137 A declaration of interest was received from Tony McDermott in respect of minute 159 and 161.

UPDATE ON STRATEGIC ISSUES

138 Governors received a report on strategic issues, which included College performance to date and a summary of local and national policy issues that impacted on its activities. Information from the NW Association of Colleges had been included on the challenges to income and expenditure across the sector.

139 **Resolved -** That the programme of Summer Works for 2019 be approved

REVIEW OF VISION, VALUES AND AIMS FOR 2018/2019

140 In line with the approved strategic planning process, the Board reviewed the current Strategic Objectives to ensure that these were appropriate for 2019/2020. Governors amended the objectives in light of external factors such as the priorities of the Local Enterprise Partnership and Liverpool City Region. Any further feedback would be forwarded to the Principal and fed into the strategic planning process for 2019/2020. A final version would be submitted for approval to the July meeting.

AUDIT COMMITTEE – 4TH MARCH 2019

141 The Chair of the Audit Committee presented a verbal report on the meeting held on 4th March 2019.

142 The Committee had received a presentation on risk management, to remind governors of the College's processes and how these align to the work of the Committee.

143 At the December 2018 Committee meeting an Extended Assurance Plan for 2018/2019 had been recommended for approval by the Board. It had been agreed that the content of the Plan would be reviewed in March 2019 to determine whether any further items needed to be added or any changes to the number of audit days allocated for each element.

144 The Committee felt that consideration of any amendments should be deferred until the outcome of the forthcoming extended assurance visit on Work Experience had been completed, as this may highlight areas for improvement in other College processes.

145 One possible additional item for the Plan was suggested on support mechanisms for identifying and supporting student mental health. This would be discussed further at the June Committee meeting.

QUALITY & STANDARDS COMMITTEE – 5TH MARCH 2019 (INCLUDING CURRICULUM REPORT)

146 The Committee Chair provided a verbal summary of the Quality & Standards Committee meeting held on 5th March 2019.

147 The Committee had received a presentation on the College's Higher Education provision and the regulatory requirements of the Office for Students. A further presentation had also been provided on Ofsted's new Education Inspection Framework.

148 A detailed update on programmes that had been placed in the College's "Special Measures" initiative had enabled governors to monitor progress of those areas identified at the November meeting and to ask questions about progress of those areas that were part of the scheme.

149 The Committee had considered information on the College's place in the National League Tables published recently by the Department for Education.

150 A comprehensive report on Safeguarding had highlighted the increase in the number and the complexity of cases. Governors were also advised of the higher number of Educational Health & Care Plans in 2018/2019 (with a further increase projected for 2019/2020), together with the behavioural complexities of learners.

151 Information was received on performance against the retention rates between groups of learners with various Protected Characteristics and those without. Any gaps identified were small and there were no concerns resulting from the data.

152 Additional income had been generated by the January 2019 enrolment programme (which was mainly for adult learners), compared to the same point in 2017/2018.

153 Governors had been advised that retention was currently strong for the majority of levels and age groups.

COMPLAINTS POLICY

154 **Resolved -** That an updated policy on Complaints be approved

FINANCE & RESOURCES COMMITTEE – 6TH MARCH 2019

155 The Committee Chair gave a verbal summary of the meeting held on 6th March 2019.

156 The termly report on HR issues had been noted, including the overall sickness absence, leavers, staff utilisation and an analysis of the College's Gender Pay Gap.

157 The Health & Safety report for the year to date showed that there had been no reportable accidents. Both the number of minor accidents and 'near misses' had decreased compared to the same point last year.

158 An update on Property and the Mid-Year Review were discussed and appeared under later agenda items at this meeting.

159 The Committee had noted the levels of performance on Partnership Provision contracts and recommended for approval the extension of contracts with two providers.

160 A revised policy on Fees for 2019/2020 was recommended for approval by the Board.

161 **Resolved -**

1	That a revised schedule of partnership provision contracts be approved for 2018/2019
2	That a revised policy on Fees for 2019/2020 be approved

MID-YEAR REVIEW 2018/2019

162 The Deputy Principal presented for information the Mid-Year Review for 2018/2019, which included the management accounts to 31st January 2019.

163 **Resolved -** That the content of the Mid-Year Review be noted

NOMINATION AND ELECTION OF CHAIR AND VICE-CHAIR

164 Governors were reminded that this meeting was the point in the year at which they should consider the process to be used for the nomination and election of the Chair and Vice-Chair for the following academic year.

165 The Clerk advised that there were 2 possible routes for the appointments: a) formal – where nominations were invited and an electronic ballot undertaken if there was more than one candidate; or b) informal – where nominations would be made verbally at the July Board meeting.

166 The Board's Standing Orders allowed for the formal process to be waived for a maximum of 2 years, but then required that the formal process was operated for the third year. The appointments of the Chair and Vice-Chair had been undertaken through the formal process for 2017/2018 and the informal process for 2018/2019.

- 167 **Resolved -** That the informal process for the nomination and election of the Chair and Vice-Chair be implemented for the 2019/2020 academic year

MINUTES

- 168 **Resolved -** That the minutes (Parts 1 and 2) of the meeting held on 17th December
2018 be approved as a correct record and signed by the Chair

MATTERS ARISING

- 169 Governors received a progress report on the actions identified at the previous meeting. It was noted that all of these issues were either in progress, had been completed or were featured on the agenda.

DATES OF FUTURE MEETINGS

Audit – 24th June 2019, 5.00 p.m.
Q&S – 25th June 2019, 5.00 p.m.
F&R – 26th June 2019, 5.00 p.m.
Board – 8th July 2019, 5.00 p.m.

- 170 **Resolved -** That the schedule of meetings for 2019/2020 be approved, subject to any further requests for amendment