

KING GEORGE V FURTHER EDUCATION CORPORATION

MINUTES OF THE MEETING OF THE FULL BOARD OF GOVERNORS

7.00pm Monday 29 June 2015

PRESENT

Chris Baker (Governor)
Elinor Dodd (Governor)
Duncan Hall (Parent Governor)
Nick King (Staff Governor)
Paul Lacey (Governor)
Julian McInerney (Governor) from 6.50pm
Kathy Passant (Governor)
Ian Raikes (Governor)
Stephen Sheedy (Governor)
Vipin Trivedi (Governor)
Adele Wills (Principal/Governor)
In attendance
Anne Marie Francis (Vice Principal Performance Management)
Claire Parry (Director of Quality and Standards)
Jane Rowley (Director of Learning and Standards)
Mike Benson (Director of Finance)
Mike Firth (EFA)
Wendy Moorcroft (Clerk)

A Quorum being present, the Chairman opened the meeting at 7.00pm.

15/53 Apologies

Morag Matthews (Staff Governor)
Rob Fletcher (Governor)
Michael Barker (Assistant Principal) In attendance
Janet Regan (Assistant Principal) In attendance

15/54 Appointment of New Governor Mr Ian Raikes

Vipin Trivedi reported on behalf of the Search Committee. The Committee had interviewed Mr Ian Raikes who was currently Headteacher at Greenbank High School. Mr Raikes had a strong educational background and extensive knowledge of Southport. As Headteacher at one of the key feeder schools he had a good understanding of what motivated young people. The Committee felt that these were all valuable skills the Governing Body could benefit from. The Committee was therefore recommending to the Board that Mr Ian Raikes be appointed to the Governing Body for a four year term of office with immediate effect.

The Board unanimously accepted the recommendation of the Search Committee and approved the appointment of Mr Raikes as Governor for a four year term of office with immediate effect.

The Chairman welcomed Mr Raikes to the meeting.

15/55 Minutes of the Meeting of 18 May 2015

The minutes were accepted as a true and accurate record and signed by the Chairman.

15/56 Matters Arising

15/39 Applications Report 2015/16

The Principal advised that the Vice Principal (Performance Management) and the Assistant Principal (Learning and Standards) were looking at the applications schedule for next year and how the process might be brought forward and also investigating acquiring the email address groups for marketing purposes.

15/40 Creative Arts Building Grand Opening Event Proposal

Plans for dealing with any potential disruption had been put in place. The Event had been very successful. There had been a further twelve applications since then, six of them on the day. The Principal confirmed that students could apply on line. Governors requested that there should be a plaque with the opening date on the building.

ACTION AKW

Governors thanked all staff for their valued efforts in ensuring all went well on the day.

There were no other matters arising

15/57 Principal's Report

The Principal took Governors through the report noting the successful opening event for the Creative Arts Building and the additional enrolments referred to earlier. Governors also noted the leavers and new appointments, the congratulation to staff on recent baby births and end of term lunch arrangements to which Governors were invited.

Governors noted the Report

15/58 Annual Pay Award

The Principal reported that national negotiations were in the very early stages. The recommendation from AOC was 0%. The SFC recommendation was still awaited

Governors noted the Report

15/59 Period 9 Accounts and Financial Report

The Director of Finance presented the period 9 Accounts for 2014/2015 which had been discussed in detail at F&GP Committee. There was little change since the last reported position. A deficit of £208k was being forecast. If accelerated depreciation of £151k and rationalisation costs of £55k were excluded however, the operating situation was within a few thousand of breakeven. Year end cash balances were still forecast to be between £900k and £1m. The over spend in respect of the Creative Arts building had increased from £38k to £57k. £14k of this related to drainage costs. The total project costs were £4,057k against an initial approved budget of £4,000k. Governors asked if the overspend was expected to increase further. The Director of Finance advised that the College had not been advised of any significant additional costs but there could still be a few small invoices outstanding. Governors noted that borrowing was 35% of income. The Director of Finance advised that this percentage would increase as income reduced. This was modelled in the budget and financial forecast.

Governors accepted the Period 9 Accounts.

15/60 Budget 2015/16 and Financial Plan

The Director of Finance presented the Report. Whilst EFA only required forecasts for the current year plus a further two, projections for an additional year until 2017/18 had been undertaken for internal use but these were for guidance only as much could change by then.

Projected income in 2015/16 and 2016/17 reflected the reduction in student numbers. Pay costs were 67.9% of income which was below benchmark for Sixth Form College. Whilst natural wastage savings of £114k per annum had been assumed for pay costs a significant reduction exercise in non pay costs had been undertaken to achieve the necessary savings required as a result of the funding reduction. The operating surplus/deficit across the forecast period was therefore a small deficit of £22k in the current year, a surplus of £143k in the budget year of 2015/16 and a deficit of £825k in 2016/17. The surplus which the bank took into account for bank covenant purposes was the 'ebitda' surplus before interest and depreciation which showed that whilst covenants were being met as far as 2015/16, this could be a problem in 2016/17 and the College was in regular dialogue with the bank to monitor the situation. Cash balances were expected to remain constant at around £900k by the end of 15/16 falling to £400k by the end of 16/17. As referred to earlier, whilst EFA only asked for forecasts to 15/16, figures for 17/18 had been prepared for planning purposes assuming student numbers rising to 900. This was based on the assumptions of the positive impact of good results, the effect of the new build and a much improved Ofsted re-inspection. Governors commented however that such an increase may take longer. Governors also commented that the borrowing percentage in 16/17 was 53.4% of income and wondered what the EFA view on this would be. It was understood that EFA would make an assessment in due course and the College would be notified if there were any concerns. Governors asked whether teaching costs would increase if numbers were projected to increase. The Principal advised that this was not expected to be the case at this stage as there were no staffing cuts planned for next year. Governors noted on the minimal budget for repairs and maintenance which would have to be reviewed should there be any significant repairs required.

Governors also noted the required EFA electronic format of the budget which would be forwarded to EFA once approved by the Board. It was important that Governors noted that the figures were the same as the figures presented and discussed earlier in the College's own format. The EFA electronic format generated the Financial Health category for the College which was outstanding in both 2014/15 and 2015/16 dropping to 'satisfactory' in 2016/17.

Governors noted the budget position stressing the importance of bringing any issues to the Board's attention immediately as they arose. Governors thanked the Director of Finance for his hard work in producing the figure and this was reiterated by the Chairman of F&GP.

The Board approved the proposed budget for 2015/16 and Financial Plan for submission to EFA.

15/61 Review of Vision, Mission and Values

The Principal circulated the newly proposed Vision and Mission. At the last meeting of the Board the Vision had been more or less agreed with some minor adjustment but there had still been further work to do on the Mission. The Teaching Staff Governor explained that the working group had met again to develop the Mission. The group was a strong cross college group and represented the staff views well. The view was that the Mission should be short, simple, uncomplicated and easily remembered. The group had come up with one short sentence which when put to all a staff was immediately liked and was already being widely accepted and embraced.

Returning to the Vision Governors asked what the College considered to be its 'distinctive ethos' as referred to in the Vision. The Vice Principal (Performance management) advised that this was a sense of pride and aspiration which was a feeling which was difficult to put into

words. It was agreed that this phrase should be moved to the second paragraph of the Vision.
ACTION AKW

With this amendment, the Board approved the Vision and Mission as presented.

The Principal advised that the next step was use the Vision and Mission as the key point of focus for everything the College did and to move on to define values and behaviours for staff, students, managers and Governors.

Governors asked when the Vision and Mission would be formally adopted. The teaching staff Governor reported that this was already happening.

This was supported and endorsed by the Governing Body.

15/62 Review of Strategic Objectives

The Principal presented the proposed Strategic Objectives to the Board. These had been presented at the last meeting and the Principal had asked for feedback and proposals for any changes. None had been received and the Strategic Objectives were still felt to be relevant. The ‘Lead’ member of staff for each objective however required updating. Governors asked for some ‘pastoral’ inclusion within objective 2 and reference to physical and mental health.

ACTION AKW

With this inclusion and the updating of staff leads, the Strategic Objectives were approved. Given the success of the use of a working group to review the Vision, Mission and Values, the Strategic Objectives would also be put through the same process in the future and reviewed each year.

15/63 Audit Committee Self Assessment 2014/2015

The Clerk presented the Audit Committee Self Assessment for 2014/15, which had been prepared on the same lines as in previous years, reviewed by the Audit Committee and signed by the Committee Chairman. The Audit Code of Practice no longer required the completion of a Self Assessment by the Committee but the Committee agreed that it was still good practice to continue to carry out an annual Self Assessment as a means of reviewing its performance.

Governors accepted the report.

15/64 Code of Good Governance

The Chairman reported that Search and Governance Committee had reviewed in detail the Governors PIAP and agreed that all of the issues within this had now been addressed with the exception of two areas. One of the outstanding areas related to the Dashboard of monitoring data for Governors. This was currently being actioned by the Principal. The other area was risk assessment and this would be incorporated within the College’s main risk register and monitored through the normal processes now that the new Finance Director had been appointed.

The Committee had felt that the next step might be to use the AoC Code of Good Governance as a basis for moving forward. The Clerk advised that adoption of the Code was voluntary and that if adopted the College had to ‘comply or explain’ the reason for any parts of the Code not complied with. The Search Committee had considered the Code of Good Governance and agreed that whilst it fully supported the principles within the Code the way forward may be to

move towards adoption of the Code over time through identification of what needed to be done to achieve compliance through an action plan. The Chairman of Governors circulated the ten principles identified within the Code suggesting that an individual be identified to derive an action plan for each principle. The Board was asked for its views.

Governors felt that if the College chose to adopt the Code it was important there was clear evidence of compliance in case of scrutiny. Concerns were also raised that this could incur significant effort that would be of no benefit to students. There was also some feeling that the Board may not want to adopt certain parts of the Code which may then leave it vulnerable to audit criticism.

It was agreed that Board should not adopt the Code at present and that the way forward would be to have some form of externally facilitated session on the Code and a review by Internal Audit to identify what the College wasn't doing, to enable Governors to assess whether there were things it wanted to do and to work towards the development of its own Code of Governance. ACTION AKW/CHAIR/CLERK

15/65 Meetings Calendar

The Clerk presented the proposed Meetings Calendar for 2015/2016. It was agreed that the meeting of the Full Board on 28 March be moved to 18 April.

With this amendment the meetings calendar as presented was approved.

15/66 Review of Annual Cycle of Decision Making

The Clerk presented the Annual Cycle of Decision Making to the Board for review. The Report included a date beside each item indicating when the Corporation had discussed the matter. No changes to the Annual Cycle of Decision-making were being proposed. The Internal Audit Strategy and Reappointment of College Auditors would come to a future meeting as these matters were still under review.

The Board noted performance against the Annual Cycle of Decision Making and approved the Annual Cycle of Decision-making for the year ahead

15/67 Reports from Committees

Search Committee 8/6/15

The Committee Chairman reported that all matters discussed had been dealt with this evening.

Audit Committee 15/6/15

The Clerk reported on behalf of the Audit Committee. The Committee had received the Internal Audit Strategy required further review. The Committee had also received the External Audit Strategy for the Audit of the Financial Statements and Regularity Audit. The Audit Committee Self Assessment had been received earlier by the Board. The Committee had reviewed its annual cycle of decision making.

F&GP Committee 22/6/15

The Committee Chairman reported on behalf of F&GP Committee. The Board had discussed all of the items including the budget, financial plan and Period 9 Accounts as agenda items. In addition there had been considerable discussion on student transport.

PQM 29/06/15

There was nothing further to add following on from the meeting earlier this evening.

15/68 Any Other Business

The Principal advised that the elections for the Student Council Co-Chairs had only just been completed. The successful candidates would be appointed as the Student Governors at the first meeting of the Board next year.

The Chairman took the opportunity to thank all Governors and Staff for their continued commitment and contribution over the past year and wished them a happy summer Break

There was no other business.

15/69 Review of Meeting

The Chairman asked if Governors felt they had received enough information to enable them to reach a decision or been given enough time or opportunity to comment on proposals.

The arrangements for and the conduct of the meeting were considered to have been satisfactory.

15/70 Date of Next Meeting

12 October 2015

There being no further business the meeting closed at 8.30pm.

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD

..... **DATE**