

KING GEORGE V FURTHER EDUCATION CORPORATION

MINUTES OF THE MEETING OF THE FULL BOARD OF GOVERNORS

7.00pm Monday 18 May 2015

PRESENT

Chris Baker (Governor)
Elinor Dodd (Governor)
Rob Fletcher (Governor)
Duncan Hall (Parent Governor)
Nick King (Staff Governor)
Paul Lacey (Governor)
Julian McInerney (Governor)
Kathy Passant (Governor)
Stephen Sheedy (Governor)
Vipin Trivedi (Governor)
Adele Wills (Principal/Governor)
Anne Marie Frances (Vice Principal) In attendance
Michael Barker (Assistant Principal) In attendance
Janet Regan (Assistant Principal) In attendance
Mike Firth (EFA) In attendance
Wendy Moorcroft (Clerk)

The Clerk opened the meeting at 7.05pm.

15/32 Apologies

Morag Matthews (Staff Governor)
Hannah Ritchie (Student Governor)
Paul Williamson (EFA) In attendance

15/33 Election of Chairman and Vice Chairman

The Clerk asked for nominations for Chairman. Julian McInerney was proposed as Chairman. The proposal was seconded and unanimously agreed by the Board.

Julian McInerney was pleased to accept the nomination.

The Chairman asked for nominations for Vice Chairman. Elinor Dodd was proposed as Vice Chairman. The proposal was seconded and unanimously agreed by the Board.

Elinor Dodd was pleased to accept the nomination.

15/34 Reappointment of Governor – Mr Paul Lacey

Vipin Trivedi reported on behalf of the Search Committee. The Search Committee had considered in detail the reappointment of Governor Paul Lacey whose term of office was due to expire. The Committee had concluded that the skills and experience of Mr Lacey were still wholly relevant and appropriate to the needs of the Governing body. He had excellent attendance records and his contribution in terms of committee chairman on F&GP Committee and committee member on Curriculum was highly valued. Mr Lacey was a qualified accountant and under the current financial pressures the Committee would not want to lose this expertise. He had been of particular help recently in the recruitment of the new Finance Director. The Committee was therefore recommending that Paul Lacey be reappointed to the Board of Governors.

The Board unanimously accepted the recommendation of the Search Committee and it was agreed that Paul Lacey be reappointed to the Board of Governors with immediate effect for a period of four years.

Mr Lacey joined the meeting at this point.

15/35 Minutes of the Special Meeting of 23 March 2015

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

15/36 Matters Arising

The Chairman welcomed the new Vice Principal (Performance Management) to the meeting.

15/37 Minutes of the Meeting of 23 March 2015

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

15/38 Matters Arising

15/22 Marketing and Admissions Report

Governors felt there should be greater emphasis reflected on the sense of urgency required in taking action to mitigate low recruitment. All other actions would be dealt with under agenda item 15/39.

15/09 Governors' PIAP

The Clerk had circulated the updated Governors PIAP electronically as requested.

15/13 Governors' Training

There was some Governor training on the agenda this evening in respect of key performance indicator definitions.

15/27 Health and Safety Report

The Health and Safety Officer had instructed all staff to report near misses and the format of recording and reporting had been changed accordingly. This had also been discussed in detail by the Health and Safety Committee.

15/26 Financial Report and Period 6 Accounts including Summary Forecast 2015/16

The Chairman had conveyed the decision of the Board on no redundancy consultations this year to staff at a recent staff meeting.

There were no other matters arising.

15/39 Applications Report 2015/16

The Assistant Principal presented the report to the Board. All recent media coverage had been positive and a summary of this was included for Governors' information. When the next Monitoring Report was published this would add to the positive story. All the urgent things Governors had wanted to be done had been undertaken. The Principal had carried out another round of assemblies in the feeder schools, plans for the grand opening of the Creative Arts building were well in hand and there would be a presence in the local high schools on results days to find suitable programmes for potential students if required. Looking at applications, Governors noted predicted numbers of around 270 enrolments. Added to the numbers currently expected to progress onto the second year of their study, total numbers next year were expected to be around 700. Governors noted the analysis by school. As requested at the last Full Board meeting students had been surveyed to find out why they chose KGV. The reasons primarily were the prospectus, the effect of the Bus Shelter adverts in South Sefton but by far the biggest reasons were word of mouth and past reputation. The latter however had been significantly affected by the Ofsted inspection and the resulting action taken by the College in terms of removing staff. The damage needed to be repaired and reputation rebuilt but this would take time to impact on future numbers.

The College would continue to put out positive marketing messages, offer taster days and more flexible programmes to any students disappointed with their GCSE results. Governors suggested this be taken further with displays in schools flashing out positive messages both on what KGV could offer and comments from current students. The Assistant Principal reported that some students choosing other colleges sometimes found the length of travel time was not for them and asked to restart at KGV. The challenge was to retain as many of the current applicants as possible. Incentives were being offered at the opening event for the new building for students referring a friend. Governors felt this should be greater than the current amount proposed. The concern was that too significant a sum could upset others but this would be revisited. Governors also felt it important that the College continue to market aggressively and accept students throughout the first month of the new year. The Vice Principal asked whether the College intended to change its curriculum offer to accommodate any students disappointed with their results. The Assistant Principal reported that the College was considering offering some extended diplomas but it was important to continue to preserve reputation. Cases would be dealt with on an individual basis to ensure students were on the right course. The College would be as flexible as it could be under the circumstances to ensure it did not lose anyone. Governors asked when the interview process for next year was undertaken. The Principal advised that this was completed by Easter and confirmed that applications could be made on line. A response was almost immediate and an appointment booked. Governors felt that Easter was too late and that students reacted more positively to an early offer. The Board asked that consideration be given to speeding up the process. **ACTION MAB/AF**

The Finance Director advised that he would be preparing the budget based on numbers of 700 and this would be brought to the next meeting. It was difficult to know how accurate predictions were although students were asked to give an indication of whether KGV was their first choice during the course discussion process. Finance formed part of the case conference discussions with the EFA. Governors stressed the importance of identifying the College's USPs and what may appeal to students such as a small friendly college with small class sizes, lots of support and a new build. Indications were that travel could influence decisions. It was important to fight for every student and Governors felt this should be given the same emphasis and focus as teaching and learning. It was also important to consider new markets, identify gaps, look at what other colleges didn't do well and consider offering travel services. Whilst the College may have had a poor inspection there were still things it did very well and this should be promoted. Adverts should already be being drafted in preparation for results day ready to insert any final data. The Assistant Principal showed an example of marketing material planned for distribution at the opening of the new building and this would then be rebranded for inclusion within the local newspapers. The student survey had shown bus stop adverts had worked well in the south of the borough and Governors felt maybe this could be extended. The Chairman proposed that any further ideas from Governors could be channelled through the marketing team. Another marketing meeting would be held with communications prepared ready for results days. There was daily activity on facebook. Governors also asked that the College investigate acquiring email address groups to target parents of potential students. **ACTION MAB/AF**

Governors noted the Report.

15/40 Creative Arts Building Grand Opening Event Proposal

The Assistant Principal presented the proposals for the Grand Opening of the Creative Arts Building. It was hoped that around 1000 people would attend. Primary schools as well as the feeder schools had been targeted. The take up for the Market Fare had been poor so the charge had been waived and eleven businesses had now indicated they would be at the event and more were being contacted. The opening ceremony was at 10.30 am. As well as KGV drama students

performing from their production of Grease, Linaker Primary, Greenbank and Meols Cop had all committed to deliver a performance giving an opportunity to showcase a wide range of young local talent. A reply from Churchtown primary was still awaited. There would be workshop activities on offer throughout the day. The event would run in conjunction with the KGV annual Art Exhibition. A radio campaign was underway. There would be two half page advertisements in the local papers. There would be an enrolment desk for students wanting to enrol on the day. Finalisation of a celebrity to open the event was awaited. Most Governors had undertaken a tour of the new building earlier this evening. The expected completion date was 29 May. Governors asked that the College have plans in place to deal with any individual trying to disrupt the event. **ACTION JSR**

The Board noted the Report.

15/41 Principal's Report

The Principal took Governors through the report highlighting key issues as follows:

Student Activities

There continued to be many and varied student activities which had taken place over the past few months.

Update on New Building and its Opening

This had already been discussed in detail.

Political Hustings at KGV

The Principal reported on a very successful and well attended event which had resulted in positive local news coverage. The former editor of the Visiter had made a short film of the event which was posted on his website.

Extended Project Qualification

The Principal reported that the EPQ had demonstrated a number of high quality projects and particular thanks were due to Governor Stephen Sheedy for his valued involvement in the day.

Raymond Tallis: Are we Just Beasts

The Principal reported on an interesting and stimulating speaker enjoyed greatly by the Biology and Philosophy students

Governors noted the Report

15/42 Governor Training – Key Ofsted Performance Indicators

As part of some initial Governor training the Chairman had requested a report defining the key sector performance indicators. The Assistant Principal presented the report to the Board. Governors noted in particular the ALPs value added and comparative data with local competitors. Whilst ALPS classified a score of 4 as very good, Inspectors had indicated that a college of this nature should really be in the top 25% in the country and as such the minimum expected target ALPs set throughout the College was 3. The Assistant Principal would be pleased to offer further individual training sessions to any Governor interested by arrangement through the Clerk.

Governors noted the Report.

Paul Lacey left the meeting at this point 8.15pm

15/43 Review of Vision, Mission and Values

The Principal circulated a report setting out the work undertaken to date by the working group supported by Mike Southworth set up to review the College Vision, Mission and Values. Work was still ongoing but it was hoped that a final report and recommendation would come to the Board on 29th June. All members of the group had been asked to come up with their own draft of

both vision and mission. It had been relatively easy to reach agreement on an initial of draft for the vision and this had been presented to staff for an initial view. The aim and had been to capture a sense of being proud of KGV. There had been some debate with staff on the use of the word 'will' or 'want' within the text.

The Board requested the use of the present tense as the word 'are' would convey a better message and address the concerns raised.

There was discussion on the use of the word 'outstanding' and how this was defined or measured. The Principal commented that the understanding was that this was the Ofsted definition in terms of national recognition. Governors commented that it could also mean different things to different stakeholders. It should be understood that staff pride was a requirement to work at KGV and this should be measured through staff surveys. Governors also suggested that consideration to inclusion about the community and a KGV distinctive ethos and value to the community might be incorporated.

The Principal reported that it had been more difficult to arrive at agreement about the Mission but two suggestions had emerged with the second one being the preferred out of the two. Governors felt that the proposed mission needed to have more impact and be more memorable. The staff Governor felt it to be a step backwards and that it needed to be felt and believed by all staff and easily evidenced. The Principal advised that the working party was due to meet again and would take into account the views and suggestions from Governors. The Principal would welcome any further feedback from Governors and also any volunteers to form part of the working party. The next step was to develop core values, expected behaviours and identify the distinctiveness and key features of KGV.

Governors noted the report.

15/44 Review of Strategic Objectives

The Principal presented the paper on strategic objectives and the current Quality Cycle. A number of examples of strategic objectives from other colleges were included within the report.

Governors were asked to consider whether the current objectives continued to be the right ones for the College. Feedback was requested directly to the Principal by the end of the month and final proposals would be brought to the next meeting on 29 June.

Governors noted the report.

15/45 Financial Report

The Director of Finance presented the Financial Report for period 8 which had been discussed in detail by F&GP Committee. Governors noted that the anticipated deficit for the year was £214k which was around £210k better than predicted at period 6. The difference was due primarily to the fact that a reserve in respect of rationalisation costs had been included in the accounts of the previous year of £200k enabling the related costs incurred to be transferred into the balance sheet. Included within this deficit were the accelerated depreciation in respect of the demolition of Fearn Building of £151k and the balance of rationalisation costs of £55k. The Director of Finance reported that there was therefore still the possibility of a break even or small surplus position at the year end which if achieved would stand the College in good stead with EFA. The cash flow forecast projected year end balances to be just under £1m by the year end. Governors asked if the College was likely to have any difficulty in achieving bank covenant requirements The Director of Finance replied that he had met with the Bank to discuss these. The covenants were complex but the College

had not fully drawn down the loan facility and no covenants had been breached as yet but the position was being closely monitored. It may be necessary to renegotiate at some point. F&GP Committee had stressed the need to maintain dialogue with the bank. The Director of Finance further reported that included in the cost of the building work was provision for the demolition of Fearn Building. This was additional expenditure of £38k that the Board had approved. The College had been in discussions with a company who wanted to dismantle and remove Fearn Building and pay the College for the building but this had fallen through. The plan now was that Fearn would not be demolished at this stage but that a further capital bid would be submitted for refurbishment of the main building, landscaping and the demolition of Fearn. The Assistant Principal advised that the additional £38k had been not only for the demolition of Fearn but also the demolition of the Classics building and this had been undertaken. Demolition of the Classics building had cost around £26k with the balance of the £38k being subsumed within the building costs which were slightly over budget.

Governors noted the Report

15/46 Revised Procedures for Selection and Recruitment of Governors

The Clerk presented the revised procedures for the selection and recruitment of Governors. The procedures had been discussed in detail by Search and Governance Committee and the Committee was recommending the procedure as presented for approval by the Board.

The Board approved the revised selection and recruitment procedures as presented.

15/47 Reports from Committees

Search Committee 20/4/15

The Committee Chairman reported that all matters had been discussed earlier by the Board. The Committee would consider the code of Governance at its next meeting.

F&GP Committee 11/5/15

The Committee Vice Chairman reported on behalf of the Committee. The Committee had discussed in detail the financial report presented earlier to the Board as well as the bank Covenants and demolition of Fearn building.

PQM Committee 18/5/15

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

15/48 Any Other Business

There was no other business.

15/49 Review of Meeting

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

15/50 Date of Next Meeting

29 June 2015

The Chairman asked the Staff Governors and Staff in attendance to leave for the confidential item. The Clerk remained and the minute was recorded as a confidential minute.

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD

..... **DATE**